Welcome to the University of Utah Health Care! We are excited to have you join our team. In the meantime, please visit and bookmark the new hire portal by clicking this link. Here you will find important information about the new hire process.

Pre-hire Requirements.

1. **Drug Test** – Within 2 business days of offer acceptance schedule and take your drug test. We utilize an automated scheduling tool to help schedule your drug test. Please click here to schedule.
2. **Background Check** – Complete the background check form that was emailed to you within 24 hours of receipt.
3. **New Hire Checklist** – Complete the new hire checklist form and acknowledge you have reviewed all documents and forms.

**Location.** We will meet in the University Hospital lobby at the information desk across from Starbucks. If you have not already been to our hospital, you may want to visit in advance.

**Parking.** If you already have a parking permit, please park in that location. If you do not have a parking pass, you should have been given a temporary Ozone pass for the Ozone lot, where you can catch the shuttle to the hospital. Note that traffic is frequently heavy between 7:00 a.m. and 8:00 a.m., so plan additional time for travel and parking. You may choose instead to take Trax or a UTA bus—there is a stop close to the hospital. More information can be found on the Utah Transit Authority (UTA) website: [www.rideuta.com](http://www.rideuta.com).

**Dress.** Dress for orientation and training is business casual (no shorts, jeans, tank tops, hoodies or flip flops, etc.). This is in line with the University of Utah Health Care professional dress code. You may also wear your uniform if you choose. You may want to bring a sweater or jacket in case you find the classrooms to be chilly.

**Schedule.** Orientation will begin promptly at 7:45 a.m. and we meet in the University Hospital lobby in front of Starbucks. Lunch will be provided.

**Emergency Evacuation:** Please acquaint yourself with the building’s emergency exits by discussing with your department manager. The elevator that services our building may or may not be equipped with emergency power. Please check with your department manager for clarification. If you have a medical condition that would impair your ability to safely evacuate the building and the immediate area in the event of an emergency, please notify the University of Utah’s ADA/Section 504 Coordinator:

Director, Office of Equal Opportunity and Affirmative Action (OEO/AA)
V/TDD: (801)581-8365
Email: oeo@umail.utah.edu

Additionally, if you need to request an accommodation for a disability, please contact the OEO/AA.

Again, welcome to University of Utah Health Care. We are anxious to meet you and start your orientation process. If you need any additional information, please call Human Resources at 801-581-6500.

Sincerely,

Aimee Wilson
Chief Hospital Human Resource Officer