Please ensure you have successfully completed and reviewed all the information listed below. Should you have any questions please reach out to your recruiter by calling 801-581-6500 or via e-mail.

<table>
<thead>
<tr>
<th>New Hire Checklist</th>
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<tbody>
<tr>
<td>Complete the Background Authorization Form <em>(you will receive a separate e-mail)</em></td>
</tr>
<tr>
<td>Complete the drug screen <em>(within 2 business days of offer receipt)</em></td>
</tr>
<tr>
<td>Review all documents &amp; submit verbal acknowledgement on the new hire portal</td>
</tr>
<tr>
<td>Contact the employee health clinic to schedule time for TB test and immunization information</td>
</tr>
<tr>
<td>Print out parking pass for Ozone Lot if applicable <em>(recruiters will e-mail pass to you)</em></td>
</tr>
<tr>
<td>Review the I-9 acceptable document form <em>(Bring original documents with you the first day of work as we will complete your I-9 form during orientation)</em></td>
</tr>
</tbody>
</table>

Drug Test Info:

You will need to print out your Pre-employment Information e-mail and hand carry it to your drug test.

In your onboarding letter you received a link to complete the background form that will start your ADP background. Please log in immediately and complete the required information. A Human Resources Representative will contact you once your background and drug test are satisfactory completed and work with you on completing all your new hire requirements.

You are required to bring your pre-employment letter and a current valid picture I.D. to the testing site. If you are at the testing site and no one is available, please call 801 328-4027.

To be prepared for the test, do not drink more than six to eight ounces of liquid every 1/2 hour for two to three hours before the drug test. Drinking excessive liquid before the test often results in a diluted test result. If the results of the test come back diluted, you will be required to take the test again within 24 hours.

The University of Utah Health Care understands the sensitive nature of this process and provides that:

- A non-invasive test will be administered. A urine sample will be required
- Collection and testing will be conducted by a third party administrator contracted by the University of Utah
- All collection sites are secured
- Collection will be conducted by trained and certified collectors
- Results will be reported to the hiring supervisor in 2-4 business days of receipt of specimen
- Specimen donors have the opportunity to submit medical documentation, that may support legitimate use of a specific drug, for review by a qualified Medical Review Officer (MRO) to determine whether the donor is legally using a controlled substance
- Positive results will be reviewed and verified by an MRO
An MRO will conduct an investigation to determine whether there is a legitimate medical explanation that may have caused a positive result. Positive results will be reported to designated Human Resources representatives as defined in University of Utah Policy and Procedures, 2-12-1. Individuals receiving notice of a failed test have the option of requesting, in writing, a re-analysis of original split sample within 72 hours of receipt of a positive test notice, but must pay at own cost (approx. $160.00) for the re-analysis at the time of the request. Results are confidential.

A revocation of offer of employment or service and the potential disqualification from employment or service for a period of 12 months from the date of the test will result from:

- A positive result in which the MRO concludes there is no legitimate reason for the use of the controlled substance
- Failing to report to the designated testing center at the designated time
- Refusing to take a test
- Attempting to alter or tamper with the specimen sample

All offers of employment are conditional based on the timely and successful completion of the University's pre-employment requirements.