

# UNDERSTANDING YOUR PRE-EMPLOYMENT REQUIREMENT CHECKLIST (PERC)

Your PERC will be sent to you in an email from your Recruiting Analyst (RA). If you are unable to locate your PERC, contact your RA to have it re-sent to you.

Please reference your PERC to track your progress through your pre-employment process.

Form fields with an asterisk (\*) are required.

Please allow up to a week for your PERC to reflect updates.

Note: PERC updates are handled on a priority basis based on employment start date. During peak hiring periods, please expect updates to take longer if your start date is greater than three months away.

**Candidate Type:**

**Clear to Start:** You are "Clear to Start" when your pre-employment requirements are complete

**Recruiting Analyst:**

**Recruiting Analyst contact e-mail address:** Your Recruiting Analyst (RA) contact information

**Date Cleared to Start:**

**Requisition Number:**

**Start Date:** Your intended start date

**Clear to Start & Start Date Comments:**

**Last Name:**

**First Name:**

**Designated Position:** ...

## Background Check / Results:

**Date Requested to Vendor:** Date "HireRight" emailed you to begin your background check

**Date Approved:** Date your background check was completed and approved

**Background Check Comments:**

## Drug Test Results:

Please note for DPOS and DOT positions drug test result should include alcohol exam results

**Date Packet Mailed:** Date your drug test was mailed to you

**Date Completed:**

**Date Approved:** Date your drug test results were approved

**Drug Test Comments:**

## Medical Evaluation:

Please note for DPOS and DOT positions you should receive results with pre-placement physical examination

**Date Packet Mailed:** Date your medical evaluation was mailed to you

**Date Approved:** Date your medical evaluation was received and approved

**Medical Comments:**

## Work Eligibility Documentation:

**Date Requested:** Date your "ACTION REQUIRED" email was sent to you with pre-employment action items

**Date Documents Received:** Date your documentation was received

**Date Approved:** Date your work eligibility documentation was reviewed

**Work Eligibility Comments:**

**International Candidate:** ...

## Education & Employment Data Form:

**Date Requested:** Date your "ACTION REQUIRED" email was sent to you with pre-employment action items

\* **Date Completed** <sup>1</sup>: Date you completed the electronic form

## Disability Self-ID Form:

**Date requested:** Date your "ACTION REQUIRED" email was sent to you with pre-employment action items

**Date Received:** Date you completed the electronic form

## Veteran Self-ID Form:

**Date requested:** Date your "ACTION REQUIRED" email was sent to you with pre-employment action items

**Date Received:** Date you completed the electronic form

## Employee Information Form:

**Date Requested:** Date your "ACTION REQUIRED" email was sent to you with pre-employment action items

\* **Date Completed** <sup>1</sup>: Date you completed the electronic form

## Relocation Authorization:

**Relocation Authorization required:** Indicates if you are eligible for relocation

**Further instructions required from RC:**

**Special Relocation Required (Dual/Delayed/Fairfax):**

**Date Completed / Sent:**

**Date Approved:** Date your relocation was approved (Relocation Consultant will contact you after approval)

**Relocation Authorization Comments:**

## Enhanced Vacation:

**EVA approval required:**

**Date Created:**

**Date Approved:**

## Prior Experience Credit Form

**PEC required:**

**Date Requested:** Date your "ACTION REQUIRED" email was sent it you with pre-employment action items

**Date Completed:** Date your completed "Prior Experience Credit" form was received

**Sent to RC for approval:**

**Date Approved:** Date your Prior Experience Credit was approved

## New Hire Loan:

**New Hire Loan required:** Indicates whether or not you elected to receive the New Hire Loan

**Date Requested:** Date your "ACTION REQUIRED" email was sent it you with pre-employment action items

**Date Completed** <sup>1</sup> : Date you completed the electronic form

**New Hire Loan accepted by candidate:**

## Grades & Transcripts:

**Grades & Transcripts required:** Indicates if a copy of your transcripts is required

**Date Requested:**

**Final Transcript Received**

**Date Received:** Date your final transcripts were received

**SP / Co-ops**

**Campus / Reg**

**Grades Comments:**