



We understand that the first days, weeks, and months of employment are filled with excitement, a wealth of information, and many questions. We are here to provide you with the help and support needed for success in your new role.

Schedule and Helpful Information

- Expect a call from your supervisor/department head:
 - Confirm start date, time, place, parking, dress code, etc.
 - Identify computer needs and software application requirements.
- Complete background check and drug screening.
- Complete the online Health History Questionnaire, *if necessary*.
- Review your benefits options (<http://www.utsystem.edu/offices/employee-benefits>)
- Learn about different commuting options. (<https://www.uth.edu/auxiliary-enterprises/index.htm>)
- Complete Section 1 of the I-9 employment verification by going to <https://go.uth.edu/i9> and following the instructions for new employees.
- Schedule your pre-employment meeting with Human Resources (For convenience, you can
- Collect the hire documentation you may need for your first day.
 - Proof of eligibility to work in the United States
 - License plates numbers (if applying for parking)
 - Emergency contact information
 - Personal information for benefits enrollment

For assistance, contact the Human Resources department by phone 713-500-3130 or email hr@uth.tmc.edu.