EBENEZER

# Take Action to Complete Your Onboarding Steps

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**Step 1:**

Once you have submitted your Work History form, please **watch your email** for your official written job offer, including your wage information. **Look for an email with the subject line "Ebenezer Offer of Employment."** You can expect to receive your written offer no later than **December 4.**

Once the job offer letter has been electronically accepted, the following additional onboarding emails will be sent and each requires task completion **within 24 hours of receipt**:

- "Confirmation of Offer Acceptance-Action Required"
- "Start Onboarding – New Position (South Dakota)
- "Background check – Invite" from Verified Credentials

**If you do not receive these emails, please check your spam/junk mail folder.** If they are found there, you must mark them as not spam/junk and they will go into your inbox where the links to complete the tasks will become active. **The tasks you receive via email must be completed by December 11, 2026.**

**If you still do not have the emails, please email DEPT-CORP-HR-ONBOARDING@Fairview.org and new emails will be sent to you.**

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**Step 2:**

Schedule your virtual I-9 appointment via this link. Appointments will take place between December 14 to December 22 and should take approximately 10 minutes. **See page 3 for a list of acceptable I-9 documents**.

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**Step 3:**

Schedule your virtual Employee Occupational Health Appointment (EOHS) via this link then complete any preparation needed for that appointment. Appointments will take place between December 28th to January 22nd and should take approximately 30 minutes.

- You will need to be at a computer with your camera on for this appointment, so please plan ahead.
- During the Week of Dec. 14th- Watch your personal email for a confirmation and virtual appointment scheduling from an employee health nurse.
- You may receive emails that same week from PureOHS, requesting that you complete questionnaires to prepare you for your health screen. Please complete as soon as received. (These may include a fit test questionnaire, tuberculosis questionnaire)

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**Step 4:**

Attend your virtual I-9 appointment. *You must attend the appointment during non-scheduled work hours.*

You need to have your camera on and have your acceptable I-9 document(s) with you to share. Please review the list of Acceptable Documents and bring a current and original document from List A *or* one from List B and List C to the virtual I-9 meeting.

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**Step 5:** Attend your virtual Employee Occupational Health appointment. *You must attend the appointment during non-scheduled work hours.*

**Make sure you complete your preparation tasks/questionnaires that were sent to you the week of Dec. 14**

**You will need to have your camera on:**

- This virtual appointment will include a pre-employment health assessment with a registered nurse.
    - All employee health discussions are based on your specific job role-related tasks. You are required to complete all assigned tasks before starting in your new position with Ebenezer. Any failure to complete these tasks will delay your start date.

Possible tasks *may* include Tuberculosis Screening (Questionnaire, TB Quant Gold blood draw, chest X-ray), Hepatitis B discussion, Respiratory Fit Testing, and Driver position roles will require a physical at a local clinic. Since all tasks are required for your job based on state and federal guidelines, you will NOT be required to pay for these screening tasks.

## Questions? Please contact Questions@fairview.org.

**Any offer of employment is contingent upon the satisfactory outcome of all applicable background, licensure/certification, reference, and TB pre-employment health assessment required for your position.*

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## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
* Documents extended by the issuing authority are considered unexpired.
Employees may present one selection from List A or a
combination of one selection from List B and one selection from List C.
**Examples of many of these documents appear in the Handbook for Employers (M-274).**

| LIST A<br>Documents that Establish Both Identity and Employment Authorization | OR | LIST B<br>Documents that Establish Identity | AND | LIST C<br>Documents that Establish Employment Authorization |
|---|---|---|---|---|
| 1. U.S. Passport or U.S. Passport Card | | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address | | 1. A Social Security Account Number card, unless the card includes one of the following restrictions:<br>(1) NOT VALID FOR EMPLOYMENT<br>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION<br>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address | | 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa | | 3. School ID card with a photograph | | 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 4. Employment Authorization Document that contains a photograph (Form I-766) | | 4. Voter's registration card | | 4. Native American tribal document |
| 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:<br>a. Foreign passport; and<br>b. Form I-94 or Form I-94A that has the following:<br>(1) The same name as the passport; and<br>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. | | 5. U.S. Military card or draft record | | 5. U.S. Citizen ID Card (Form I-197) |
| | | 6. Military dependent's ID card | | 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| | | 7. U.S. Coast Guard Merchant Mariner Card | | 7. Employment authorization document issued by the Department of Homeland Security<br>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/I-9-central.<br>The Form I-766, Employment Authorization Document, is a List A, **Item Number 4.** document, not a List C document. |
| | | 8. Native American tribal document | | |
| | | 9. Driver's license issued by a Canadian government authority | | |
| | | **For persons under age 18 who are unable to present a document listed above:** | | |
| | | 10. School record or report card | | |
| | | 11. Clinic, doctor, or hospital record | | |
| | | 12. Day-care or nursery school record | | |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | | | | |

**Acceptable Receipts**

May be presented in lieu of a document listed above for a temporary period.
For receipt validity dates, see the M-274.

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| • Receipt for a replacement of a lost, stolen, or damaged List A document.<br>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.<br>• Form I-94 with "RE" notation or refugee stamp issued to a refugee. | OR | Receipt for a replacement of a lost, stolen, or damaged List B document. | Receipt for a replacement of a lost, stolen, or damaged List C document. |

*Refer to the Employment Authorization Extensions page on I-9 Central for more information.



Confidential-Sensitive