



# New Hire Pre-Arrival Checklist

Prior to Your First Day

## Getting Started

Check out these helpful to-dos to help make your onboarding experience smoother!

### 1. Complete Your Background Check

When you received your offer letter, you should have also received an email regarding your background check through our partner, HireRight.

Please be sure to respond as quickly as possible to requests for information, as background checks need to be fully completed and cleared prior to your first day. Delays may impact your start date.

If you have any questions regarding your background check status, please reach out to [TAOps@SoFi.org](mailto:TAOps@SoFi.org).

### 2. Get Fingerprinted (If Applicable)

If your role requires you to be fingerprinted (your recruiter will communicate this to you if it does), please be sure to schedule and attend your appointment as soon as possible.

Reach out to [TAOps@SoFi.org](mailto:TAOps@SoFi.org) with any questions!

### 3. Log In to Workday to Complete Your Onboarding

#### What is Workday?

[Workday](#) is our HR Information System – it houses all of your critical personal and employment details at SoFi.

Prior to arrival, you will login to Workday to provide important information that our team needs to prepare for your start. For security purposes, you will be sent **two emails from Workday** ([sofi@myworkday.com](mailto:sofi@myworkday.com)) with login details.

Please sign in and navigate to your Workday inbox to enter the required information listed below prior to your first day.

**U.S.-based employees only**

- Name & Contact Information
- Personal Information
- Government ID(s)
- T-shirt & Sweatshirt Size (for swag purposes)
- Form I-9
- Photo

If you have trouble logging in or need your password reset, please email [hr@sofi.org](mailto:hr@sofi.org).

**4. Submit Form I-9 in Workday (U.S. Employees Only)**

To begin employment, we will verify your identity and employment authorization to work in the United States through the [Form I-9 process](#).

You will complete Section 1 of your I-9 in Workday. Next, you will select an 'Section 2 Reviewer' (friend, family member, colleague) to inspect your [work authorization document\(s\)](#) in person and complete Section 2 of the Form I-9 no later than **three days of hire**.

Please refer to our [Remote Form I-9 Workday User Guide](#) for an overview of this process.

**5. Confirm Your Laptop Shipping Address**

You will receive an email from your Recruiting Coordinator with a form asking you to confirm where you would like your laptop shipped for delivery on the Thursday/Friday before your start date. Please note, a signature will be required to accept the delivery. If you need to change this address or have any questions around equipment options, please email [eeteam@sofi.org](mailto:eeteam@sofi.org).