Warmest of welcomes, and congratulations on this next step in your career!







The Arcare umbrella is vast, and whether you are joining Arcare, Infinity, InfuseRx, Education Center, Pruitt, DeltaBlue, or Think Idea Studio, we're all part of the Arcare Family. We're happy to have you part of the fold.

Your **New Employee Orientation** will take place in Augusta, Arkansas. We love starting every employee's journey in Augusta because that's where Arcare started. Our roots are rural, and our network is made stronger by the small communities we serve.

Orientation begins at 8:00 a.m. with doors opening at 7:45 a.m. Arcare Human Resources (HR) will contact you with the exact date(s) of your orientation. Orientation will be held at the Arcare Training Center, located at 105 N 1st St, Augusta, AR. Please note, HR will communicate with you via phone, email, and text message. Be sure you do NOT "opt out" of Arcare text messages.

During your orientation in Augusta, please ensure you wear attire that aligns with your role, as it sets the tone for professionalism and helps you acclimate to our workplace culture. If you have any questions about what's appropriate, don't hesitate to ask.

Your photo will be taken first thing at Orientation, so please be photo-ready upon arrival. This photo will be used to create your company badge. The dress code for orientation is business casual for most employees. Clinical staff may wear scrubs if you prefer. You may find the attached photo guide helpful as you plan what to wear. Healthcare providers, licensed therapists, registered dietitians, and pharmacists will also have additional marketing photos and b-roll videos taken.

Please read the checklists below thoroughly. Email humanresources@arcare.net with any questions.

BEFORE ORIENTATION

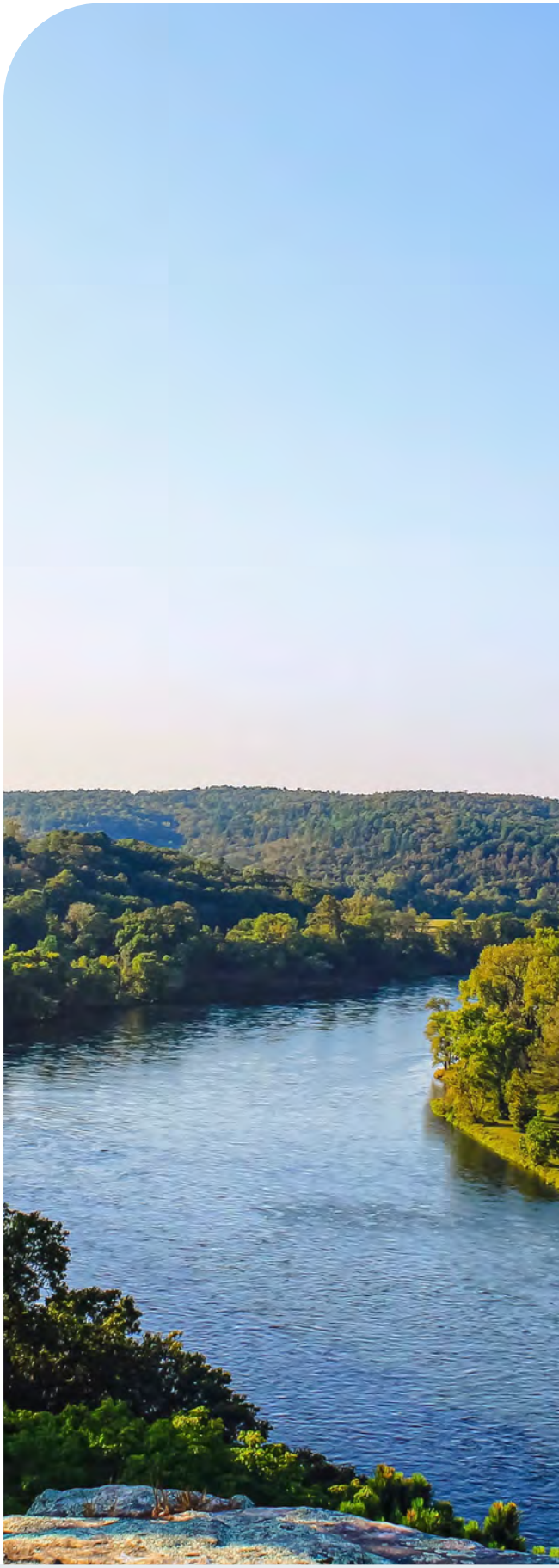
Email copies of the following documents to humanresources@arcare.net at least one business day before Orientation.

- ☐ Documentation of your highest level of completed education (diploma or transcript)
- ☐ Immunization record of the following: Three (3) Hep B, Two (2) MMR, Tdap, Varicella, Flu (if your start date falls within flu season)
- ☐ Proof of CPR certification and TB test (Not required for office personnel or maintenance staff. TB test is not required for Paraprofessionals.)

ORIENTATION

Bring the following documents with you on your first day of Orientation.

- ☐ Original identification documents that establish your identity and employment eligibility, such as driver's license and social security card. Refer to the attached list of acceptable documents for I-9 form.
- ☐ Voided check for direct deposit of pay OR a completed direct deposit information form from your banking institution.
- ☐ Beneficiary information for life insurance policy benefit (social security number(s), address(es), date(s) of birth). This benefit is provided to full-time employees.
- ☐ Copy of social security card(s) and date(s) of birth for self, spouse, and/or dependents to be claimed on the Arcare Health Insurance Plan.



If you have any questions, please email humanresources@arcare.net.
We look forward to meeting you at Orientation and welcome to the Arcare family!

Look Your Best On Camera

Whether it's a badge photo, a professional headshot, or video shoot, here are some tips to help you feel confident in your look.

WHAT TO WEAR

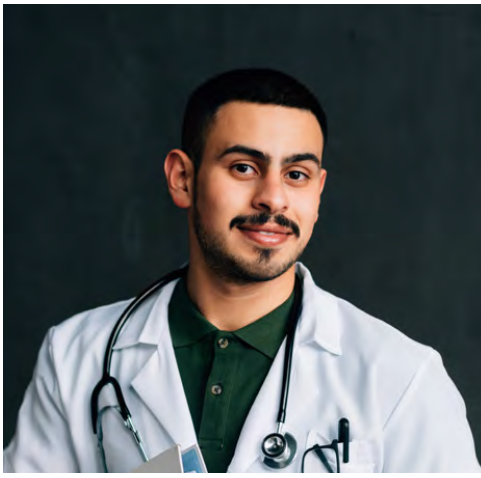
- Solid-colored, neutral tones: black, gray, navy, beige, and white are all good options.
- A well-fitted, tailored suit jacket or blazer.
- A collared shirt or blouse, with no distracting patterns or designs.
- Providers will be asked to take photos with and without white coat, so be prepared for both.
- Simple, understated jewelry and accessories.
- Flattering blouses or dresses that compliment your features.
- Clothing that is comfortable and makes you feel confident.

WHAT NOT TO WEAR

- Bright, bold colors that may be distracting.
- Clothing with strong patterns or logos that can be distracting. (small stripes, floral, etc.)
- Sleeveless or low-cut tops that show too much skin.
- Busy jewelry or accessories that draw attention away from your face.
- Clothing that is too casual (t-shirts), revealing, or baggy.
- Anything that makes you feel uncomfortable or not confident.
- Shiny clothing (leather jackets, sequins, etc.).

Only one photo per employee.
No retakes will be provided.









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 Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C 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, gender, height, eye color, and address		**1.** A Social Security Account Number card, unless the card includes one of the following restrictions: **(1)** NOT VALID FOR EMPLOYMENT **(2)** VALID FOR WORK ONLY WITH INS AUTHORIZATION **(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, gender, 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: **a.** Foreign passport; and **b.** Form I-94 or Form I-94A that has the following: **(1)** The same name as the passport; and **(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 For examples, see **Section 7** and **Section 13** of the M-274 on **uscis.gov/i-9-central**. 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.

• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • 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.