



# ONBOARDING

01

## OFFER LETTER

Read the offer letter that was sent to your personal email. To accept the offer, please **print, wet-sign** and **date**. Then **scan to pdf** and email it back to [HR@MeridianPsy.com](mailto:HR@MeridianPsy.com).

02

## EMPLOYMENT APPLICATION

Complete the Meridian employment application located in the “[Onboarding Package](#)”. Open the form and **TYPE** all required information, then **print, wet-sign** and **date**. Then **scan to pdf** and email it back to HR along with your signed offer letter and all other docs.

03

## OFFICE EMAIL SETUP

Submit a request for your Meridian office email account. Your company email is required before we can setup your [TherapyNotes](#) and [Google Workspace & Voice](#), and [OnPay](#) payroll accounts. Submit the company email request form on our support website [HelpDesk.MeridianPsy.com](https://HelpDesk.MeridianPsy.com). Click on “[Office Email Setup](#)” link.

04

## FEDERAL I-9 AND W-4

Complete your Federal **I-9** and **W4** employment forms located in the “[Intern Onboarding Package](#)”. Fill out all required information then **print, wet-sign** and **date** both documents. Then **scan to pdf** and email them to HR along with all other documents. **NB: Your Federal I-9 document requires that you submit two proofs of identity. Please read the I-9 Form requirements carefully.**

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## CLEARCHECKS

[ClearChecks](#) is our employee background and drug screening service. If a background check is required, you will receive instructions via email directly from ClearChecks after you have successfully setup your official company email account.

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## Google Workspace & Voice Number

After you have setup your company email account, you will receive an email with login details for your Google Workspace account as well as your assigned virtual Google work phone number.

**Note:** [COVID Vaccination](#). Meridian policy applicable to all clinicians and residents that have Face-to-Face sessions with our patients. Proof of vaccination can be submitted along with your other documents.

**Note:** [Office Building Security Access Badge](#). Please make sure to request a building pass from your supervisor on your first day at the office.

**Note:** [Bio Summary & Headshot](#). Please make sure to submit an acceptable headshot image along with your biographical summary to your supervisor (200-word max). Meridian may use your image and bio on its website and/or as part of our team profile on Psychology Today.