New Hire Communication Examples for Onboarding Delegates

P12W Hire Example:

Congratulations on your new position as <job title here> at Virginia Tech, <name>!

I have attached some forms and instructions below to begin the onboarding process.

- P12W Wage Employee Appointment Record – complete and return to me.
- You will receive one email from donotreply@equifax.com. This email will contain the link to the New Hire Center, your unique Login ID, and your temporary password. Your temporary password will be your birth date formatted as MMDDYYYY. Log into the New Hire Center as soon as you receive the email, change your password and complete ALL tasks. These include verification of your personal information, providing 1-2 emergency contacts, federal and state tax forms, your part of the Form I-9, and some additional forms.
- Direct Deposit (after your first day) – log into [Hokie Spa](), select the Hokie Team tab, and select Direct Deposit.

PageUp Hire Example:

Welcome to Virginia Tech, <name>!

Tasks located in the Onboarding portal: Log in to the Onboarding portal using your applicant name and password and complete all pre-boarding tasks that are pending before your first day. The system does not automatically update so after completing each task, please go back into the portal and mark it as complete. Any outstanding items will be reviewed on your first day.

- VT Username Setup
- Duo 2-Factor authentication
- Enroll in direct deposit

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