[	Once you have accepted the offer, log back in to your profile and
Post Offer Qualifications (action required)	<ul> <li>Once you have accepted the offer, log back in to your profile and you will see several action items that need to be completed.</li> <li>Update Personal Information</li> <li>Review</li> <li>Complete Questionnaire</li> <li>Click on each of these forms to complete the information and once finished, the status for each will change to <i>Status: Step Completed</i>.</li> </ul>
First Advantage (action required)	<ul> <li>An email will be sent to you within 24 business hours after completing the Post Offer Qualification forms. This email will be from First Advantage, and will prompt you to set up a profile on their website, fill out several pieces of information and schedule a location, date and time to complete your fingerprinting.</li> <li>You will receive a follow up email or call from my teammate to guide you throughout this process. IMPORTANT: It is necessary that you complete all of the required information and schedule your fingerprinting as soon as possible so that we can complete the final steps of the hiring process and officially welcome you to the team!</li> <li>Remember to: <ul> <li>Check your email for a Background Screening Request for Information from <capital one=""> DoNotReply@FADV.com.</capital></li> <li>Review the attached documents for additional information about these processes.</li> </ul> </li> <li>Helpful Hints: <ul> <li>Complete these steps quickly to avoid delays in your start date.</li> <li>Don't see our messages in your mailbox? Check your spam folder regularly.</li> <li>Use a home or work address to schedule the appointment—whichever is convenient!</li> <li>Don't forget to list your full legal name, aliases or name changes where appropriate in your FADV profile.</li> </ul> </li> <li>First Advantage (FADV) is our pre-employment screening vendor.</li> </ul>
Pre-Employment Screening Results	Once your pre-employment screening results are received, my
	teammate will reach out you to confirm your start date and Day 1 details, typically within 3-8 business days of completing the steps above. International screening results may take longer.
Work Sponsorship	Where applicable, work authorization will need to be verified and all steps completed prior to confirming a start date.
If Screening Results are Clear	<ul> <li>Check your inbox for these three additional emails:         <ul> <li><u>Dse_na2@docusign.net</u> - A link to electronically sign your required employment documents from DocuSign.</li> <li><u>DoNotReply@www.perfectcompliance.com</u> - An email from Compliance requesting you to complete the first step of the Federal I-9 Form process.</li> <li><u>Noreply@salesforce.com on behalf of HiringLogsticsTeam@capitalone.com</u> - A final Welcome Email from HLT with all of the information you'll need for your first day.</li> </ul> </li> </ul>