

Welcome to Duke Health

What to expect after accepting an offer



1. Verify Your Background and Credentials

If you are within 90 days of your start date, you'll receive an email from noreply@hireright.com, which will include important deadlines and instructions on how to complete your background check. Be sure to complete this within 48 hours.



2. Get Your Duke Identifier and Login

Once your background check is complete, you'll receive an email from SuccessFactors containing your Duke Unique ID (DUID) and NetID which you'll activate by following the instructions in the email. These credentials will be important throughout your career at Duke Health, so keep them handy!

3. Meet With Employee Health

A member of the Talent Acquisition team will email or call you to schedule your Employee Health appointment or provide you with information about the remote health packet.



4. Begin Onboarding Through SuccessFactors

Please be sure to complete each of the required forms in the Onboarding Portal. The email you receive will include a link to the Onboarding Portal, along with other helpful information and resources.

5. Hear From Your New Team

You'll receive welcome emails from your entity Human Resources and department contacts. The emails will include information about:

- Duke@Work access
- Your work schedule
- Parking
- Department-specific orientation
- Your badge
- Entity-specific orientation
- I-9 verification
- Uniforms



6. Experience Day 1 at Duke Health

Help us make your first day great! It's vital you complete all these steps to start work without delay. Please contact your recruiter if you have questions throughout the process.