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| Type of Doc | F Drive Naming Convention | UKGPro Document Name | UKGPro Category |
| Application | Last, First\_Application\_Date MM.DD.YYYY | Application | New Hire |
| CAPS | Last, First\_CAPS\_Date | Colorado Adult Abuse Release CAPS | Background |
| HireRight | Last, First\_HireRight\_Date | HireRight Report | Background |
| Outmatch | Last, First\_References\_Date | References | Background |
| Job Description | Last, First\_Job Description\_Date | Position Title | Job description |
| OIG | Last, First\_OIG\_Date | OIG Search Results | Background |
| POET | Last, First\_POET\_Date | POET results | Employee Health |
| TB | Last, First\_TB 1/2\_Date | TB results step 1/2 | Employee Health |
| Driver’s license | Last, First\_Drivers License\_Date | Driver’s license | Driver’s Record |
| MVR | Last, First\_MVR\_Date | HireRight MVR | Driver’s Record |
| Proof of Insurance | Last, First\_Insurance\_Date | Auto Insurance | Driver’s Record |
| Corrective Action | Last, First\_Corrective Action\_Date | Level of corrective action MM.DD.YYYY  ex: Final 01.02.2021 | Performance |
| Policy | Last, First\_Name of Policy\_Date | Program name\_policy name  Ex: Commons\_Attendance Policy | Sign-Off/Acknowledgment |
| Conditional offer form | Last, First\_Conditional Offer Form\_Date | Conditional Offer Form | Sign-Off/Acknowledgment |
| Employee Availability Form | Last, First\_Availability\_Date | Employee Availability Form | Sign-Off/Acknowledgment |
| License  Verification | Last, First\_DORA Verification\_Date | Type of License Verification | Training & Certifications |
| DHS Fingerprint Results | Last, First\_CBI/FBI\_VECHS/Facility\_  Date | CBI/FBI\_VECHS/Facility | Background Checks |
| DYS clearance Results | Last, First\_DYS Results\_Date | DYS Results | Background Checks |
| Trainings or Certifications | Last, First\_Training Name\_Date | Training Name | Training/Certifications |
| Education Verification | Last, First\_Diploma/Transcript\_Date | Education Level\_Diploma/Transcript  ex: Undergrad\_Transcript | Career/Education |
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