



Dear Todd Baggarly,

Welcome and greetings from the Personnel Cabinet! We're excited to have you join our talented team of employees with a passion to serve. The Personnel Cabinet is responsible for a number of human resource (HR) services and benefits available to employees. While you're likely to receive additional new hire information from your manager and agency human resources (HR) office, we wanted to take the opportunity to introduce ourselves and provide you some initial onboarding materials and information.

Are you ready to get started?

We are pleased to offer you the opportunity to review our incredible benefits and voluntarily complete new hire forms prior to your first day.

Follow the steps outlined below to get a head start on your onboarding experience:

1. Complete the [onboarding tutorial](#). It explains the entire onboarding process as well as the forms you'll need to complete.
2. Once you've finished the tutorial, sign into our secure onboarding site*, MyPURPOSE, at <https://kypersonnelcabinet-stg.csod.com/client/kypersonnelcabinet/default.aspx>, using the same email address and password you used on the Personnel Cabinet's Career Site to apply for this job.

*As noted in the tutorial, after we transition you from being a job candidate to an actual employee, there will be changes to how you access MyPURPOSE. Once this process is complete, your agency HR office will provide you with new credentials and logon instructions.

If you have any questions or need assistance, please submit a request for "onboarding assistance [here](#).

Again, welcome to Team Kentucky! Get ready to grow, learn, lead, and serve with the Commonwealth of Kentucky!

Sincerely,
Department of Human Resources Administration
Kentucky Personnel Cabinet

IMPORTANT: Please be advised that the agency's Appointing Authority has approved the interview panel's hiring recommendation. As a result, a Request for Appointment, has been submitted to the Personnel Cabinet and may still be pending review. Receipt of this email and access to begin the onboarding process does not imply that final approval has been granted by the Personnel Cabinet at this time.

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