NEW HIRE PROCESS- ALL FORMS LOCATED IN INDIANA CONFIDENTIAL

1. OFFICE STAFF: PRE-HIRE INTERVIEW (ASK FOR RESUME)
   o SEND TO HR WHEN COMPLETE TO PROCEED WITH HR PROCESS
   o TELL APPLICANT TO COMPLETE AND SEND IN PHYSICAL, TB & COVID VACCINATION

2. HR: REVIEW INTERVIEW FORM AND COMPLETE PRE-HIRE CHECKS FORM (LOCATED IN [STAFF] PRE-HIRE PACKET IN DROPBOX)

3. HR: IF INTERVIEW AND CHECKS WENT WELL: SEND APPLICANT THE FOLLOWING VIA EMAIL WITH EMAIL TEMPLATE (IN DROPBOX) IN BODY OF EMAIL
   o [EMPLOYEE] HEALTH FORMS PACKET
   o [EMPLOYEE] IN-SERVICE PACKET
   o [EMPLOYEE] PRE-HIRE FORMS PACKET
   o [EMPLOYEE] FINGERPRINT BACKGROUND WAIVER FORM (NV)
   o [EMPLOYEE] W4 AND I9
   o APPROPRIATE JOB DESCRIPTIONS (IN JOB DESCRIPTION FOLDER IN DROPBOX)

4. HR: WHEN APPLICATION IS RETURNED:
   o CHECK APPLICATION
      o CALL REFERENCES LISTED IN APPLICATION AND FILL OUT THAT PORTION
      o CHECK AIDE COMPETENCY PART AND CHECK ANSWERS
      o CHECK INSERVICE ANSWERS (IN DROPBOX)
      o COMPLETE BACKGROUND CHECK (NABS FOR NV AND C4 FOR IN)
   o PREPARE OFFER LETTER / PERSONNEL AGREEMENT (LOCATED IN [STAFF] PRE-HIRE PACKET OR HR:CONTRACT FILES IN DROPBOX)
   o SEND LIST OF CANDIDATES TO LOCAL OFFICE TO SET UP DATES FOR DRUG SCREEN, TB, COMPETENCY CHECK OFFS AND ORIENTATION

5. OFFICE STAFF: ORIENTATION
   o COMPLETE DRUG SCREEN, FLU VACCINE TRACKING FORM AND TB
      o IF APPLICANT PASSES DRUG SCREEN- LET HR KNOW AND OFFER LETTER CAN BE SENT TO APPLICANT
   o FINISH ANY FORMS WITH APPLICANT IF NEEDED
   o HR ORIENTATION
   o CLINICAL ORIENTATION (PCAs WILL BE TRAINED BY SCHEDULER) (HHA AND OTHER CLINICAL STAFF WILL BE TRAINED BY NURSE OR ADMINISTRATOR/DON)
      o COMPLETE ADDITIONAL FORMS IN THE [STAFF] ORIENTATION PACKET
      o COMPLETE COMPETENCY FORMS (+GLUCOMETRY, IV AND/OR PT/INR FOR NURSES)
      o WALK THROUGH GENERATIONS/AXXESS TASKS AND ASSIGN SCHEDULER PERSON
      o ADDITIONAL FORMS TO BE COMPLETED IF APPLICABLE: EQUIPMENT FORM, COMPANY VEHICLE AGREEMENT
      o TAKE PICTURE FOR ID

6. HR: UPLOAD APPLICANT FILE INTO CONFIDENTIAL FILE IN DROPBOX AND PARTIALLY INPUT INTO GENERATIONS
   o SEND NEW HIRE FORM TO STATE (NV) (LOCATED IN [STAFF] PRE-HIRE FORMS PACKET)

7. OFFICE STAFF: CREATE PHYSICAL EMPLOYEE FILE USING "EMPLOYEE FILE CHEAT SHEET"