

NEW HIRE PROCESS- ALL FORMS LOCATED IN NORTH CAROLINA CONFIDENTIAL

1. OFFICE STAFF: PRE-HIRE INTERVIEW (ASK FOR RESUME)
 - SEND TO HR WHEN COMPLETE TO PROCEED WITH HR PROCESS
 - 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
 - [EMPLOYEE] HEALTH FORMS PACKET
 - [EMPLOYEE] IN-SERVICE PACKET
 - [EMPLOYEE] PRE-HIRE FORMS PACKET
 - [EMPLOYEE] FINGERPRINT BACKGROUND WAIVER FORM (NV)
 - [EMPLOYEE] W4 AND I9
 - APPROPRIATE JOB DESCRIPTIONS (IN JOB DESCRIPTION FOLDER IN DROPBOX)
4. HR: WHEN APPLICATION IS RETURNED:
 - CHECK APPLICATION
 - CALL REFERENCES LISTED IN APPLICATION AND FILL OUT THAT PORTION
 - CHECK AIDE COMPETENCY PART AND CHECK ANSWERS
 - CHECK INSERVICE ANSWERS (IN DROPBOX)
 - COMPLETE BACKGROUND CHECK
 - PREPARE OFFER LETTER / PERSONNEL AGREEMENT (LOCATED IN [STAFF] PRE-HIRE PACKET OR HR:CONTRACT FILES IN DROPBOX)
 - SEND LIST OF CANDIDATES TO LOCAL OFFICE TO SET UP DATES FOR DRUG SCREEN, TB, COMPETENCY CHECK OFFS AND ORIENTATION
5. OFFICE STAFF: ORIENTATION
 - COMPLETE DRUG SCREEN, FLU VACCINE TRACKING FORM AND TB
 - IF APPLICANT PASSES DRUG SCREEN- LET HR KNOW AND OFFER LETTER CAN BE SENT TO APPLICANT
 - FINISH ANY FORMS WITH APPLICANT IF NEEDED
 - HR ORIENTATION
 - CLINICAL ORIENTATION (PCAs WILL BE TRAINED BY SCHEDULER) (HHA AND OTHER CLINICAL STAFF WILL BE TRAINED BY NURSE OR ADMINISTRATOR/DON)
 - COMPLETE ADDITIONAL FORMS IN THE [STAFF] ORIENTATION PACKET
 - COMPLETE COMPETENCY FORMS (+GLUCOMETRY, IV AND/OR PT/INR FOR NURSES)
 - WALK THROUGH GENERATIONS/AXXESS TASKS AND ASSIGN SCHEDULER PERSON
 - ADDITIONAL FORMS TO BE COMPLETED IF APPLICABLE: EQUIPMENT FORM, COMPANY VEHICLE AGREEMENT
 - TAKE PICTURE FOR ID
6. HR: UPLOAD APPLICANT FILE INTO CONFIDENTIAL FILE IN DROPBOX AND PARTIALLY INPUT INTO GENERATIONS
 - 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”