

PRE-EMPLOYMENT CHECKLIST

Name: _____

Hire Date: _____

Position: _____

Department: _____

_____ Application (P-1)

- _____ Sign and Date (P-1)

_____ Resume/Cover Letter (P-1)

_____ Phone Screen (C-4)

_____ Driver's License (P-1)

_____ High School Diploma/GED (P-1)

_____ College diploma (P-1)

_____ Interview Questions (C-4)

_____ Notice of Waiver to Applicants (drug screen notice) (P-1)

_____ BCI/FBI Release (P-1)

_____ Notice of Use of Consumer Reports (P-1)

_____ Motor Vehicle Report Release (P-1)

_____ Convictions Form 2014 (P-1)

_____ Convictions Form 2014 (P-1)

_____ References (C-4)

_____ Nurse Aid Registry (P-1)

_____ Sex Offender & Child Victim Offender (P-1)

_____ Abuser Registry (P-1)

_____ BCI/FBI (P-1)

_____ Incarcerated & Supervised Offenders (P-1)

_____ US General Services Admin (P-1)

_____ Excluded Person & Entities (P-1)

_____ BMV open online check (P-1)

_____ Initial checks/Brooks Insurance (P-1)

- _____ Rec'd OK from Brooks Insurance (P-1)

_____ Physical (M-2)

- _____TB Step 1 (M-2)
- _____TB Step 2 (M-2)
- _____Drug Screen (M-2)
- _____Profile of Applicant (C-4)
- _____Job Demand Analysis (C-4)
- _____Job Testing Results (C-4)
- _____Peer Observation (C-4)
- _____Job Posting (C-4)
- _____Job Description (C-4)
- _____Nursing License (P-1)
- _____Hire Letter (P-2)
- _____Hiring Procedure-employment process checklist (C-4)
- _____Pre-employment Checklist (C-4)
- _____2 Copies of OJT and Job description to manager

P=Personnel File

M=Medical File

C=Correspondence File

Updated: January 2017

HIRING PROCEDURE-EMPLOYMENT PROCESS

Application Review and Interview Scheduling

_____ Select candidate for phone screen (need application, resume, cover letter completed)

Candidate _____ Position _____
Phone Number _____ Email _____

_____ Contact candidate and schedule phone screen

Contact made date _____ Phone Screen date _____

_____ Applicant advised to call in at appointed time

_____ Conduct phone screen interview

_____ Move Forward? Y N advised applicant of decision date: _____

_____ Contact candidate and schedule for interview

1ST AND 3RD SHIFT BASE INTERVIEWS TO BE CONDUCTED AT 5:30 AM (ANN)

2ND SHIFT BASE INTERVIEWS TO BE CONDUCTED AT 4:00 PM (TIFFANY)

RIVER CROSSING INTERVIEWS TO START AT BASE AT 10:30 AM (CHAD)

CS INTERVIEW CONDUCTED WITH BETH AND JESSICA Z (TIFFANY?)

3RD SHIFT NURSING (TERRI AND ANN)

FS (AARON)

MICHAEL INTERVIEWS ALL MANAGERS AND ABOVE AFTER THEIR INITIAL INTERVIEW IF RECOMMENDED THEY MOVE FORWARD IN THE PROCESS

Contact made date _____ Interview Date _____

Interview to be conducted by: _____ Dept _____

_____ Coordinate meal with individuals and prospective supervisor (Ann/Tiffany)

Meal Date _____ Time _____ Bldg _____

Accompanied by _____

Employment Testing (paperwork day)

_____ Employment Testing/questionnaire (schedule for same day as paperwork)
(HR/IT/Admin/FIN/Food Service/CommSvcs/DirCare)

_____ Advise candidate to bring to interview:

- Driver's License Number
- HS Diploma
- Certificates if applicable to job
- College degrees if applicable to job
- Reference Information (last 3 supervisors)

_____ Provide interview packet for interviewer

- Application, resume, cover letter
- Phone screen questionnaire and answers
- Job description
- Job posting
- Interview questions-general and job specific
- Peer observation of applicant
- Profile of applicant

_____ Collect from candidate prior to interview on interview day:

- Driver's License Number
- Copy of HS Diploma
- Copies of Certificates
- Copies of College Degrees

_____ Provide and collect from candidate prior to interview on interview day:

- Notice of Waiver to Applicants (drug screen notice)
- Notice of Use of Consumer Reports
- Motor Vehicle Report Release
- Convictions Form
- References
- Job Demand Analysis

Interview, Background, and Reference Checking

Interview completed by _____ Dept _____

_____ Collect from Interviewer

- Interview questions
- Profile of Applicant

_____ Collect peer observation from supervisor attending dinner
_____ Move Forward? Y N advised applicant of decision date: _____

Community Services Position ONLY

Schedule to Meet Penn Rd Individuals (will meet Beth at House)

Scheduled date _____ Met By: _____

_____ Collect peer observation from Community Services Director

_____ Move Forward? Y N advised applicant of decision date: _____

Manager Position ONLY

Schedule to interview with Michael

Scheduled date _____

_____ Move Forward? Y N advised applicant of decision date: _____

_____ Begin background checks-print results

- Abuser Registry https://its.prodapps.dodd.ohio.gov/ABR_Default.aspx
- Nurse Aide Registry
https://odhgateway.odh.ohio.gov/nar/nar_registry_search.aspx
- Excluded Persons and Entities <https://exclusions.oig.hhs.gov/>
- sex offender alerts http://sheriffalerts.com/cap_main.php?office=55149
- US General Services Admin www.sam.gov
- Incarcerated and Supervised Offenders
<https://appgateway.drc.ohio.gov/OffenderSearch>
- motor vehicle record
<https://services.dps.ohio.gov/BMVOnlineServices/Home/Login?returnUrl=%2FBMVOnlineServices%2FDL%2FAbstract%2FUnofficial>
- OPENonline <https://services.openonline.com>
- Check for current licensure https://elicense.ohio.gov/OH_HomePage
nursing licensure
- SNA registry – Michigan <https://registry.prometric.com/registry/publicMI>

_____ Background checks clear? Y N

_____ If no: Pre adverse email sent date _____
_____ Post adverse email sent date (one week later) _____
(terminate application process)

_____ Reference 1 completed
_____ Reference 2 completed
_____ Reference 3 completed

_____ Move Forward? Y (make offer) N (advise applicant of decision) _____

Job Offer

_____ HR department meets
 o Discuss wage offer
 o Review wage chart and range
 o Verify complete applicant packet

Contingent Job offered date _____ Wage _____

_____ Accepted? Y N (terminate application process)

_____ Applicant scheduled for fingerprints (coordinate with Carol for Notary services)

Fingerprint date _____ Time _____

_____ 2nd Convictions Form (14-day notice)
_____ applicant completes in front of notary BCI/FBI Release (HRD/HRG/Forms)
_____ Sign application
_____ Fingerprint results received
_____ BMV Open Online Check (3 year)
_____ Schedule physical (St Luke's Occupational Health)
 o 10 panel drug screen
 o 2-Step TB
 o Physical
 o Mentally and physically able to transport individuals

_____ Move Forward? Y N advised applicant of decision date: _____

Firm job offered date _____ Wage _____

_____ Accepted? Y N (terminate application process)

_____ Send Hire Letter (copy to MMM for initial)

Employee NSO Start Date _____

_____ Prepare NSO Packet