EMPLOYEE INFORMATION

Name:	Start date: Hire Rate:
Position:	Manager:

FIRST MEETING

☐ Employment Application (Include all duties)

☐ Provide Copy Of Employment Contract ☐ Sign Contract / Date: _____

☐ Provide Copy Of Attorney Questions (petitioned nurses) ☐ Submitted Date: _____

EMPLOYMENT DOCUMENTATION

HR CHECK LIST

☐ Review Immigration Docs
☐ File I-140
Date: _____
☐ I-512L, Author for Parole
Date: _____
☐ Work Authority
Date:_____

VisionQwest Resource Group, Inc.

WORK DOCUMENTATION

☐ I-9
☐ US W-4
☐ Copy of Drivers License
☐ Copy of Social Security Card
☐ Employment Eligibility Verification
☐ Copy of RN / LVN / CNA License
☐ Copy of License Verification Through State Web Site
☐ Copy of OT / PT License
☐ Copy of BLS
☐ Copy of ACLS/PALS/NRP if applicable
☐ Copy of Nursing Insurance
☐ Copy of Immune Record (proof of MMR)
☐ Employee ID (1 for employee / 1 file)
☐ Copy of TB (PPD Skin Test) within 1 yr.

BACKGROUND CHECK

☐ Criminal Background Check
☐ Social Security Check
☐ Signed Background Check Release
☐ HHS / OIG
☐ General Services Administration
☐ Background Cleared _____
☐ Not Cleared

☐ Documents Reviewed and Complete
_____

HUMAN RESOURCE DOCUMENTATION

☐ Documents Reviewed and Complete

☐ Resume
☐ Complete Application
☐ Clinical Competencies Skills Checklist
☐ References Date Called: _____
☐ Current ACLS
☐ Current CPR
☐ Certificate of Insurance (Professional Liability)
☐ Signed Employee Manual

☐ Request for Employment Verification
☐ Employee Manual
Body Mechanics
Dress Code
Telephone Courtesy
Disciplinary Action
Substance Abuse
Sexual and Other Un-lawful Harassment
Resolution of Complaints
Clinical Incidents & Sentinel Events
Work Related Injuries and/or Exposures
Orientation
Earthquake / Disaster Preparedness
Life Safety (Fire) Management
Environmental Safety
Infection Control: Universal/Blood Borne
Cultural Sensitivity
Patients Rights
Suspected Abuse
Restraints
2009 National Patient Safety Goals

INTRODUCTIONS AND TOURS

☐ Give introductions to department staff and key personnel during tour.

☐ Tour of facility, including:

- Restrooms
- Mail rooms
- Copy centers
- Fax machines
- Bulletin board
- Parking
- Printers
- Office supplies
- Kitchen
- Coffee/vending machines
- Cafeteria
- Emergency exits and supplies

POSITION INFORMATION

☐ Introductions to team.

☐ Review initial job assignments and training plans.

☐ Review job description and performance expectations and standards.

☐ Review job schedule and hours.

☐ Review payroll timing, time cards (if applicable), and policies and procedures.