



## **Pre-Employment Check List**

*All steps may not apply depending on your profession*

### **Step 1**

- I. Application –website only
- II. Skill Checklists-website only
- III. Copy of professional license
- IV. Drivers license, state ID, passport, & social security card
- V. CPR certification
- VI. Specialty certifications (if applicable) ACLS, PALS, NRP, TNCC
- VII. Professional diploma
- VIII. Resume
- IX. 2 professional references

### **Step 2**

- A. Health Statement Form
- B. Hepatitis Vaccine Form
- C. TB or Chest X-Ray
- D. TDAP
- E. Varicella
- F. Flu Vaccine
- G. MMR Vaccines
- H. Hepa Mask Waiver Form

### **Step 3**

- I. I-9 Form
- J. IL-W4 Form
- K. Alcohol Consent Form
- L. Background Check Consent Form

#### **Step 4**

- M. Annual Competency (fire safety, infection control...)
- N. Profession Competency Exams (must pass with 80% or higher)
- O. Epic Training Form

#### **Step 5**

- P. CBC
- Q. Drug Screen
- R. Name Tag
- S. Employee Handbook & Acknowledgement Form