

HealthReach Community Health Centers

RECRUITING, HIRING & ORIENTING A NEW EMPLOYEE CHECKLIST

A. RECRUITMENT

1. Review all job openings with Director of Operations.
2. Review job description for accuracy and completeness.
3. Advertise position internally. If qualified internal candidate is not found – post externally.
4. Interested candidates will complete an [HRCHC Application for Employment](#) before being offered the position.
5. Review Medical Assistant candidates with HR to review credentials before interviewing. – **MA/LPN receive \$2,000 sign-on bonus**

B. INTERVIEW

1. Prepare questions for candidates to address during interview – see Sample Interview Questions in Paylocity
2. Include current staff members in interview process whenever possible
3. Provide candidates with job descriptions
4. Provide current **Benefits Cheat sheet** and respond to questions from prospective new hire. Detailed questions should be directed to HR
5. Conduct three (3) professional reference checks on finalists for position. There are Reference Checklists available in Paylocity for your convenience.

C. MAKING AN OFFER/HIRING

1. Consult with the Director of Operations or Human Resources when setting wages and giving credit for past experience.
2. Check their **professional license** on the Maine.gov website (if applicable).

D. ACCEPTANCE

Submit ALL New Hire Paperwork listed below no less than 3 business days before new employees start date.

	PAF
	Application for employment
	Resume
	Reference checks
	Letter of Hire
	Professional License/Degree - (MA,RN, LPN, NP, PA, MD, DO, LCSW, DMD)
	CPR/BLS/ACLS Certification - (MA,RN, LPN, NP, PA, MD, DO, LCSW, DMD)
	Mandated Reporter Training – (MA,RN, LPN, NP, PA, MD, DO, LCSW, DMD)
	I-9 Eligibility Verification
	Direct Deposit form
	Job Description Sign off
	Confidentiality Agreement
	Consumer Reports Authorization
	Media Release
	Tax forms - State
	Tax Forms - Federal
	Personnel Policies Handbook- Acknowledgment of receipt/ Signature Page
	PPD Consent Form (Schedule first test to be planted and read prior to the first day of work)
	2 nd PPD (2 weeks after the first)
	Hepatitis B Consent Form
	RFP (Request For Permissions) – Log ticket with IT
	Schedule A – IT Permission Report – Log ticket with IT
	Order Computer Equipment if necessary by logging a ticket on the IT Helpdesk.
	Portable Communication Equipment Policy. (If applicable)

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F. JOB ORIENTATION

- ☐ Managers should contact HRCHC IT department to include new provider in EMR group. New providers should give signed permission to permit selected staff to use their signatures.
- ☐ Schedule new employee safety orientation with site Safety Coordinator (*during first 5-10 days of employment*)
 - New employee will read the Safety Policies, Hazard Communication Program ([Safe-Pol-A03](#)), and Blood borne Pathogen Exposure Control Plan ([Safe-Pol-A04](#)) within first 10 days of employment.
 - Employee will sign the [OSHA Required Documents Form](#) and forward to Human Resources.
- ☐ Schedule new employee to attend HRCHC New Employee Orientation.
- ☐ Give introductions to department staff and management personnel during tour.
- ☐ Provide Ergonomic Assessment.

Tour of facility, including:

- ☐ Office/desk/workstation
- ☐ Copy/printer center
- ☐ Fax machine
- ☐ Building access code
- ☐ Mail room and mail service
- ☐ Break room
- ☐ Parking
- ☐ Restrooms

Services and supplies.

- ☐ Identification badge
- ☐ Telephones
- ☐ E-mail
- ☐ Intranet
- ☐ Data on shared drive
- ☐ Internet
- ☐ Office supplies
- ☐ Emergency Required documents for safety training

- ☐ Review employee's schedule and attendance expectations, office hours and holiday schedule, and use of Earned Time.
- ☐ Record time worked in Paylocity

H. PERFORMANCE ASSESSMENT

- ☐ Practice Manager or Supervisor should 'check in' regularly with new employee to discuss job expectations and fit.
- ☐ Practice Manager or Supervisor will conduct a written 6 month orientation period performance review of new employee.