

## GUIDELINES FOR PRE-EMPLOYMENT ASSESSMENTS

### Hospital Associates and CHG Associates

- Schedule the pre-employment assessment, 1 hour, on the Orientation Calendar  
Information needed for each candidate:
  - Full Legal Name
  - Job Title
  - Job Code
  - Department Name
  - Cost Center
  - Shift (day, evening, night)
  - Work Status (FT, PT, PRN, Registry)
  - Social Security Number
  - Start Date
  - Phone Number
- Make sure the candidate has the Health History Form prior to the scheduled appointment and is instructed to have it completed before they arrive for their pre-employment assessment. Note: some candidates do not have the ability to print out the form from home and will need a hard copy. Also please inform the candidate that children are not permitted at the pre-employment assessment.

### Agency (Contracted) Associates

- All Agency (Contracted) Associates must submit the following to Associate Health for review, **prior** to starting employment here.

#### Clinical Associates:

- Rubella Titre
- Rubeola Titre
- Mumps Titre
- Varicella (Chickenpox) Titre
- Hepatitis B Titre
- Drug Screen
- Current PPD record – (within the past year)
- Fit Testing – to be done through Assoc. Health on a case-by-case basis

#### Non-clinical Associates:

- Rubella Titre
- Rubeola Titre
- Mumps Titre
- Varicella (Chickenpox) Titre
- Drug Screen
- Current PPD record – (within the past year)

This is the responsibility of the Agency to pay for the testing and any vaccines necessary after the titres are received.

### Transfers either from CHC to CHG or CHG to CHC:

- Schedule an assessment, ½ hour, on the Orientation Calendar in order that we can review their job descriptions and make sure everything is up-to-date for the new position **prior** to the actual start of the new position.

Note: Any new hire that does not start within 30 days of pre-employment must complete another drug screen prior to General Orientation.