



Employee File Recommendations:

Application – Written or Online (preferably online)

Interview Process – In person, Telephone, or online meeting

Current CPR – Keep a copy in the employee file. (Also copy ACLS or PALS)

Current License of Certification- Verify the License with Issuing Authority & Keep a copy in the employee's file.

Competency Assessment/ Skills Assessment- in writing and selfassessed by employee. Keep a copy for employee file.

Reference Checks- Written or Orally (documented in file)

Orientation Verification- Facility may require orientation. If so, document date of orientation and facility. Orientations can be completed using online videos, in person, or preferred agency process.

I-9 Documentation- Work authorization & Identity Documents

W-4 or W-9 (for 1099 contractors)- Consents for federal income tax withholdings.

State & Local Tax Forms -as applicable

Mandatory In-Services- Universal Precautions, HIPPA, Substance Abuse, Age Specific Skills, National Patient Safety Goals

Employee Health Forms- Satisfactory Physical within the last 12 months.

Tuberculosis- Valid TB test within the past year or chest X-ray within the past 5 years.

Office of Inspector General Exclusion Report- Verifies employee is not excluded from participation in federally funded programs.

Criminal Background Check – As Required by law, clients, or nature of assignment.

Drug Test Results- As required by law, clients, or nature of assignment.

Hepatitis B Consent and Vaccination- Proof of vaccination for Hepatitis B or Declination form.