



Healthcare People Resources

Staffing | Consulting

Date	New Hire Checklist	
Name		
	A. Before Hiring	
	Healthcare Employee Application	
	Resume (Word Format)	
	Valid Driver's License - Copy	
	Social Security Card -Copy	
	Nurse License - Copy	
	CPR Card - Copy	
	TB screening record (within the past year)	
	Immunization history (include Hepatitis B)	
	Physical examination statement	
N/A	Non-Circumvention Agreement	
	Mandatory Hepatitis B Vaccination Waiver Form	
	DUNSON & ASSOCIATES EMPLOYEE STANDARDS 2011	
	Nurse Testing Exams (On-line)	
	Applicable Clinical Certifications	
	B. After Hiring	
	Human Resources - Payroll Status Form and W-4	
	Welcome Letter (upon hire)	
	New Hire and Annual Mandatories (On-line Training)	
	I-9 form completion (notarized)	
	Background Release Forms	