

Current Orientation Process

PRE-HIRE

<u>Supervisor</u>	<u>Health Commissioner</u>
Review resume – if good candidate then:	Determine starting wage with supervisor
Interview	Complete and send official Job Offer
Application	
Provide copy of position description	
Tour of Health Department and work dept.	
Verify nursing license if applicable	
Verify CPR if applicable	
Confirm start with Anne	

POST – OFFER BUT PRIOR TO START

<u>Supervisor</u>	<u>Human Resources Manager</u>	<u>Fiscal Officer</u>
Explain need for 5 years of residency proof	Review proof of residency	Prepares packet to be sent to applicant including:
Explain need and process for background check	Complete form for background check – either FBI or BCI check as appropriate – return to manager	
Instruct applicant to complete BCI check	Complete PO for background check	
Complete Computer User Access Request	Send completed form to EK to have computer set up prior to start date	
	Mail fiscal packet to home (or hand when here)	Certificate of Appointment, W-4, IT-4, School District Form, I-9 form, OPERS Form, SSA-1945 Form, Direct Deposit form, Health Insurance Application and election, Life insurance, Notice of Receipt of Cobra, Policy Review (county), Ohio Ethics Law, Deferred Compensation
	Obtain copy of Driver’s license, SS Card, Proof of Insurance, and Payroll forms upon completion	
	Schedule start date/orientation	
	Schedule Preparedness Training	

Current Orientation Process

POST-HIRE

Human Resources	Supervisor or Director	Nursing Director	Preparedness	Fiscal Officer	Uncertain/Other
Discuss depts. and clinics – tour?	Introduction to work area	Blood borne Pathogen Training	Safety Equipment	Confirm Fiscal paperwork	TB Test
Time sheet completion	Time sheet completion	CPR – only for her dept.	Review Safety Handbook	Copy information- originals to Auditor	Hepatitis B
Work Hours - general	Work Hours - specific		All Hazards Response Plan	Review Colonial Life	Review Position Description
Work Attire – Jeans Day	Work Attire – dept. specific		Ohio TRAIN orientation	Set up number in Access	Review Probationary Period
Discuss website			ICS Orientation	Set up pay type in Access	Review Evaluation Process
Intro. to workroom	Assign mailbox if applicable		CPR - verify credentials	Set up HDIS	Incident Reporting
Complete request for ID badge			Exposure Control Plan (mailroom/DON)	Create Timesheets	Use of Telephones
Discuss parking	Department vehicles				Locking doors
Issue Keys					
Personnel policy manual - sign form					<u>DAN</u> Picture and ID badge
What to do if calling off/sick – general	Department specific call off procedure				<u>ANNE</u> Orient to Pillars
Add to IN/OUT Board (computer)					
Exposure Control Plan (not certain about this)					
Complete packet of forms including: Mission, Organizational Structure, Standards of Conduct, Expectations, CLAS education/training, Conflict of Interest, Civil Rights Law, Drug-Free Work Place (2), HIPPA (PP and Test), DeltAlert, Emergency Contact, Tell Us About You, Forum/CPR dates, Paid Holidays, Pay days, Epi Investigation					