



## **Pre-employment Related FAQs**

### **Q: When should I schedule my health assessment/drug screen?**

**A:** All new hires are required to take a drug test and health assessment administered by our Employee Health professionals. Scheduling your appointment with Employee Health should be your highest priority since appointments are limited. Contact and location information are found in Step 1 under the “regional” headings on this web page.

### **Q: I take prescription medication; will this affect my drug test?**

**A:** If you take prescription medication, it would be wise to schedule your health assessment well before your deadline date (the Wednesday before your orientation date). It is common for lab specimens to be sent to Quest Diagnostics for further analysis, regardless of whether or not you can provide proof of your prescription. If new employees are placed on medical hold and the deadline date passes, your start date will be delayed two more weeks or until you are cleared by Employee Health.

### **Q: I am trying to fill out the new hire paperwork and cannot see any documents to complete. What should I do?**

**A:** Do not worry. Our front desk representatives in the HR office will be able to print your paperwork for you to complete in the office. After filling them out, you may submit them to the HR front desk representative.

### **Q: What steps do I have to complete by the deadline?**

**A:** All new employees must successfully complete Steps 1 through 6 (see “regional” headings on this page) by the deadline in order to be cleared to attend New Employee Orientation (this includes a completed and cleared health assessment and a completed and cleared background report).

### **Q: I am trying to fill out the new hire paperwork and need my login info. What should I do?**

**A:** Do not worry. These documents can be printed off for you at the HR office. After filling them out, you may submit them to the HR front desk representative. If you are experiencing issues, we strongly advise that you complete this step when you come in for your health assessment and to complete the other steps at HR. We do not want you to make multiple trips as this can add stress to an already stressful situation.

**Q: What is my employee ID number?**

**A:** Although some of the paperwork asks for your Employee ID number, this is not required to fill out the paperwork. Your Employee ID number, along with computer access, will be provided at New Employee Orientation Part 1.

**Q: When will I know if I am cleared to start?**

**A:** You will receive a confirmation email from your assigned Recruitment Coordinator when you have successfully completed all pre-employment steps. \*These are usually sent out the week before your expected start date\*

**Q: I need to go to HR; where is it located?**

**A: Northern CO** –Medical Center of the Rockies: 2500 Rocky Mountain Avenue, Loveland, CO, 80538

Poudre Valley Hospital: 1024 S. Lemay Ave., Fort Collins, CO, 80524

**Metro Denver** - Leprino Building 6<sup>th</sup> Floor: 12401 E. 17th Ave., Aurora, CO 80045

**CO Springs** – Memorial Administrative Center: 2420 E Pikes Peak Ave, Colorado Springs, CO, 80909

**Q: I have a criminal record on my background; will this be a problem?**

**A:** All background reports are reviewed by your assigned Recruitment Coordinator. If a questionable charge is discovered it will be reviewed by the Manager of Compliance to determine the severity of the charge in relation to the missions, vision, and values of UHealth. If more information is needed, you will be contacted and further instructions will be given.

**Q: I have a pending criminal record on my background; will this be a problem?**

**A:** Yes. During a background investigation, all charges found on a record must have a final verdict determined by the court in order for UHealth to determine if a new employee successfully meets the background criteria. If a charge is pending, we will have to delay your start date until a verdict has been reached by the court and dispositioned to your background report.

**Q: My BLS expires within my first 60 days; will I need to renew it before I start?**

**A:** Yes. Please refer to your job posting for the position you were offered to find this information. All positions that require life support certifications prior to starting must be in active status for a minimum of 60 days after your start date.

**Q: My school has closed down; what should I do for the education verification?**

**A:** If the school where you completed your high school education or upper level education has closed, this may cause difficulty in verifying your completed education. Please provide either a copy of your diploma (awarded by the school) or a copy of your transcripts (showing your name and graduation date) to your assigned Recruitment Coordinator. This will help minimize the time needed to complete the verification. Failure to do so may delay employment.

**Q: I do not have a scanner; what should I do?**

**A:** If you are trying to submit completed paperwork, or certification cards, you can simply take photos of the documents using a smartphone. After taking the photos, you can attach the images in an email and send them to the onboarding email address for your region found in Step 4. \*If sending your signed job description, please send photos of ALL pages.\*

**Q: I need more time to complete the pre-employment requirements; who should I contact?**

**A:** We understand that life gets busy. If you are having difficulty completing the steps, or something unexpected has come up, please notify your hiring manager and/or recruiter. Your hiring manager will be your best contact for approving adjustments to your start date.

**Q: How do I know which certifications are required for my position?**

**A:** Please refer to your job description that was sent to you by your Recruitment Coordinator. Specific licenses and certifications will be listed under the section titled "Licenses and Certifications". You are responsible for ensuring that you possess the required certifications and that all are in current status through your first 60 days.

**Q: I attended school outside of the United States; what should I do?**

**A:** If you completed your education outside of the United States you will be required to provide transcripts or diplomas that have been translated to English by a certified translator. You will need to provide all of the certified, translated copies to your recruitment coordinator by sending them to the onboarding email address found in Step 5.

## **Scrub-Related FAQs**

**Q: How/when can I order scrubs?**

**A:** Please refer to Step 8 in the “regional” headings on this page.

**Q: What color of scrubs and embroidery should I order for my department?**

**A:** Please refer to Step 8 in the “regional” headings on this page.

## **First Week of Orientation Related FAQs**

**Q: Is clinical orientation optional?**

**A:** For all Clinical Staff- Clinical Orientation on day two of orientation is mandatory. This training is per Joint Commission standards.

**Q: What should I do if I cannot attend all of my scheduled trainings?**

**A:** Please consult your manager regarding any schedule conflicts with orientation. Clinical Staff have the option of attending Clinical Orientation in a different region as it is standardized content.

**Q: What will be my work schedule?**

**A:** Please consult your department manager regarding your normal work schedule. All staff will receive an email on Thursday afternoon prior to your start date with the orientation schedules listed.

**Q: Will I have more than one day of orientation?**

**A:** Orientation is based off of your experience and depends on your clinical area. Orientation schedules will be sent out via email on Thursday afternoon prior to your start date.

**Q: I am working a PRN position; will I need to attend any training after Day 1?**

**A:** For all Clinical staff, please attend Clinical Orientation on day 2 of the orientation week, even if you are PRN. You are additionally required to attend New Employee Orientation Part 2 a few weeks after your first day. These orientation schedules will be sent out via email on the Thursday afternoon prior to your start date.

**Q: Where do I place my flu shot sticker?**

**A:** Flu shot stickers must be placed on the non-barcoded side of your badge. Do not cover your picture, department, title or place the sticker on the sleeve.