



## New Team Member

### Checklist

**ACTION REQUIRED:** This documentation is required to move forward with employment and ALL forms from this link, <https://www.umms.org/uch/jobs/new-team-member-forms-information> must be completed prior to arriving to your scheduled appointment:

#### Occupational Health requirements

- Health History Questionnaire. Please complete this form and bring with you the day of your pre-employment physical.
- Bring in a photo ID and your social security number as these are required for the drug screening. **IMPORTANT:** For any medications that could affect your drug screening results, please provide a copy of your prescription(s), along with written verification from your physician confirming the medication is prescribed for a current medical condition.
- All new team members must receive their titers testing (Measles, Mumps, Rubella, Chickenpox, and Hepatitis). Please bring in any documentation verifying immunizations.
- If you have received a TB test within the past year, please bring in proper documentation; otherwise you will be tested by Occupational Health.
- During flu season all team members are required to be vaccinated or complete a declination form; if already vaccinated, please bring proof of vaccination.
- As a reminder, drug and nicotine screenings will be performed during your pre-employment physical as part of our Drug and Nicotine Free Workplace policies. **\*\*IMPORTANT\*\*** - A nicotine product is any type of product that contains or is made or derived from nicotine and intended for human consumption - chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means.

#### Human Resources requirements

- Badge picture requirement** – Please take a professional picture of yourself and email to [UCHS-HRASSIST@umm.edu](mailto:UCHS-HRASSIST@umm.edu).
- You will need to print and complete all documents from this link <https://www.umms.org/uch/jobs/new-team-member-forms-information> and bring them to your appointment with Occupational Health and Human Resources. Failure to do so may result in cancellation of your appointment and/or delay your start date. Please make sure all of your forms are filled out.
- Employment eligibility verification is required by the Department of Homeland Security. Information is attached regarding the I-9 process. Please follow the instructions by clicking the link provided. **Review the list of employment eligibility documents and bring those used with you.**
- Please bring/email proof of education (high school/GED/college diploma or transcripts), Healthcare Provider BLS, professional license or certification if required for position.