

WORKING INTERVIEW CHECK LIST

All Working Interview documents must be completed and sent to HR before the Working Interview begins work

Working Interview Name

Location

- Manager Working Interview Checklist
- Employment Application
- Personnel Change Notification Form (PCN)
- Equal Employment Opportunity Form (EEO)
- W-4
- I-9 (By law, must provide proof of ID)**
- Temporary Time Sheet (Scan timesheet to: **PAYROLL@STXHealthcare.com**)

*****A decision to hire a Working Interview MUST be made within 3 working days*****

Once the decision has been made, HR must be notified with proper documentation:

- **NOT Hiring the Working Interview**

Please fax the following paperwork ASAP: (**HR@STXHealthcare.com**)

- Personnel Change Notification Form (PCN) to “Terminate” Working Interview

- **Hiring the Working Interview**

Please send the following paperwork ASAP:

- Background Check

_____ Scanned to H.R. on _____ (**HR@STXHealthcare.com**)

_____ Sent an e-mail confirming fax sent

_____ Response given by H.R. to hire: ___ Yes ___ No

- Drug Test

_____ Taken by applicant on _____

_____ Response given by H.R. to hire: ___ Yes ___ No

Date of applicant beginning the Working Interview: _____

Date of applicant ending the Working Interview status: _____ (3days from above date)

Confirmation of results from H.R. must be obtained for the above before Working Interview becomes a regular Full / Part-Time Employee. NO EXCEPTIONS Once Manager receives confirmation from HR, then the remainder of the “New Hire” paperwork must be completed.