

Jefferson Healthcare

Welcomes you to our Team!

*We are very happy that you have chosen us for your professional path.
Below you will find information on your first steps toward your official employment at JH.*

Review, sign & return

- Offer letter & job description

Schedule

- Your New Hire Appointments with HR & Employee Health
 - [Schedule your HR New Hire Appointment](#)
 - [Schedule your Employee Health New Hire Appointment](#)
 - This meeting **must** occur at least **one week before your start date**, so please schedule as soon as possible
- View the HR New Hire Appointment Guide [HERE](#)

Collect all documents needed for pre-employment

Before you will be permitted to start employment, we must have the following documents on file:

- **Document(s) to show both your identity and authorization to work in the United States** (a full list of acceptable documents is available [HERE](#))
- **Proof of education** or specialty, as listed in job description
- **All applicable certifications**, as listed in job description. If you have questions about what these are, please refer to your job description, sent with the offer letter
- **Employee health records** as required. **Please do not submit employee health items to the Recruiting Team**

Provide 3 Professional References

- References were requested during the application process
- If this is still needed, you will receive an email from our application system, ApplicantPro
- References **MUST** be professional, including one direct supervisor/leader (family and friends are not considered professional)

Start the Background Check Process

- You will receive an email from **Universal Background Screening** to begin this process.
- Please check your junk/spam box for this email!
- Please complete as soon as possible. **Any delay may cause a delay in start date**

Fill out some New Hire electronic “paperwork”

- You will receive an email from **HireForms** to complete these signatures online
- Please check your junk/spam box for this email!
- Please complete as soon as possible. **Any delay may cause a delay in start date**

Provide information to get you EPIC access for our facility

- [Please follow this link](#) to provide the information required to get you this access. This link is secure and HIPAA compliant.
- This form may ask for employee ID #. Please refer to the bottom of your offer letter for the ID #.
- Please complete as soon as possible. **Any delay in providing your information may delay required access**
- If CI does not need this for your role, it will be disregarded, please complete anyway so they can determine.

If you have any questions do not hesitate to contact our recruiting team at any time at recruitment@jeffersonhealthcare.org, we are here to support your journey with Jefferson Healthcare!