

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**
 - [Schedule your HR New Hire Appointment](#)
 - [Schedule your Employee Health New Hire Appointment](#)
 - These meetings **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](#)
- Provide information to get you EPIC access for our facility**
 - [Please follow this link](#) as soon as possible to provide the information required to get you this access. This link is secure and HIPAA compliant.
 - Please complete upon receipt of offer letter. **A delay on this step can delay required access or start date**
 - This form may ask for employee ID #. Please refer to the bottom of your offer letter for the ID #.
 - If CI does not need this for your role, it will be disregarded, please complete anyway so they can determine.
- 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)
- 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**
- 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**

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!