

**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.**