

# PHELPS COUNTY REGIONAL MEDICAL CENTER

Welcome New Employees! This page has been developed for all new PCRMC employees to help you as you begin your new position at PCRMC.

## **Pre-employment Processing:**

Each new employee is required to come to HR prior to starting orientation for pre-employment processing. This includes completing necessary paperwork, going over benefits and job requirements and completing the employee health screen, which includes a urine drug test. All screening is done at PCRMC.

Human Resources contacts all employment candidates to make an appointment for pre-employment processing after an offer is made and accepted.

## **What to bring:**

All new employees:

Social Security card (passport or birth certificate)

Driver's License or photo ID

Voided check for mandatory automatic deposit

Make, model, year and license plate # of vehicle

## **Nurses and health care staff:**

All of the above PLUS

Current License and/or certifications

Current CPR card

Immunization records (if available)

Places you may find these are:

- Family Doctor
- Baby Book
- Previous employer
- High school
- Health Department
- Military

**Prior to official employment, all applicants must pass the urine drug screen and background check.**

## **New Staff Orientation:**

Human Resources contacts all new employees to set up orientation. This is your first day of work and is required for all new employees. All time spent in orientation is paid at your base rate of pay.

Tobacco free facility

## **Attendance/Absences for orientation:**

Attendance is required for all orientation. If for some reason you cannot come, it is considered an absence.

To call to report your tardiness or absence, call 573-458-7166.

If you have any other questions, you may call Human Resources at 573-458-7166.

We strive to give you information you need to make your career fulfilling and successful at PCRMC.