

STANDARD HIRING PRACTICES

1. THE FOLLOWING DOCUMENTATION IS COLLECTED AND RETAINED IN THE PERSONNEL FILE:

- A. License Verification: Primary Source On-Line Verification of the employee's license/certification verified with the state.
- B. Certifications: Primary Source verification of any C.P.R. card and/or other certifications (ACLS, PALS, etc.) as required.
- C. Skills Inventory: A comprehensive skills inventory appropriate to job classification and age-specific self-assessment.
- D. Picture Identification: A photo I.D. from a reliable source.
- E. Pre-Employment Screening: All applicants are subjected to a 10-panel drug screen and otherwise tested in accordance with applicable regulatory requirements. (Upon client request or required by law)
- F. Criminal Background Investigation: All applicants are checked in a manner compliant with the requirements of our clients and always in accordance with government regulations. (Upon client request or required by law)
- H. I-9: Documentation and verification upon Pre-Employment.
- I. Education: Documentation of Education associated with profession/class. (We accept if it is documented on the application)
- J. Work History: Documentation of work history associated with profession/class. (We accept if it is documented on the application)
- K. Annual Training and Orientation: Evidence of a yearly review of Fire and Safety, Infection Prevention, Hazardous Waste, Joint Commission Patient Safety Goals and OSHA and HIPPA Privacy and Security Standards is required of all Finger Lakes Staffing Services LLC employees.
- L. References: At least two satisfactory written or verbal references verifying work performance in applicable clinical areas.
- M. Health statement by physician, physician's assistant or nurse practitioner. Other specific health requirements as directed by client or state health guidelines. Each applicant must have received the Hepatitis B vaccination series or have provided a declination. (Upon client request or required by law)
- N. Testing: Documentation of applicants' competency tests for most clinical staffing areas. A passing grade of 80 percent or better must be obtained. Certain specialty areas and paraprofessional testing may be replaced with client interview or other evaluation.

2. INTERVIEW, PLACEMENT AND ORIENTATION:

STANLEY, NY 14561 ● Phone: 585-735-7262 ● Fax: 585-505-5596

- A. Prospective employees are interviewed by the branch director or designee. During the interview, emphasis is placed upon work history, clinical expertise and review of the testing results.
- B. Information is provided to applicants regarding performance requirements. Finger Lakes Staffing's policies and procedures and in many cases, specific policies and procedures of client institutions.
- C. The assignment of employees is made with consideration for the skills and expertise of the employee, the needs of the client and ultimately the client's acceptance of the suitability of the employee to perform the duties of the assignment.
- D. Finger Lakes Staffing Services, LLC assists its clients' institutions, as requested, with implementation of their orientation policies and procedures.