



New Hanover
Regional Medical Center
New Hire Checklist ✓

It feels great to check things off your “to do” list. This checklist is designed to help you through your employment process, so you don’t miss any important steps.

- Attend your Pre-Employment Health Assessment and Pre-Hire Paperwork Appointment. Your recruiter will set up an appointment and inform you of the location. Please be on time. Human Resources offices.

- Please bring any current prescription medications you are taking in their original bottles and/or documentation from your pharmacy of any prescription medications prescribed to you over the last year in order to complete a Health History Questionnaire, Urine Drug Test and breath alcohol test.

- Please bring a copy of all your vaccination records and any lab test (titers) you have, including the following:
 - MMR, Hepatitis B, Varicella
 - Tetanus/Diphtheria (Td) and Tetanus/Diphtheria/acellular Pertussis (Tdap).
 - Influenza Vaccine (During Flu Season)
 - Tuberculin Skin Test (TST)
 - If you do not have documentation of a TST within the past 12 months , you may be required to have a Two-Step skin test.
 - A TST may be given at your first appointment in Employee Health or during your first week of orientation, and a second test will be given 1-3 weeks later if necessary
 - In addition, if you also have proof of having a TST within the past 60 days, you may not need any additional TST performed during your examination.

- If you have had a previous positive TST bring any documentation that you may have to Employee Health. This should include:
 - date of your first positive TST, size of the reaction, and if you received treatment
 - If you did receive treatment, you will need to bring records indicating what medication you were given and how long you received treatment. A copy of your most recent chest X-ray report will be acceptable if it has been within the past 12 months; otherwise, you may be sent for a chest x-ray during your visit with Employee Health based upon the TB Screening Questionnaire results completed during your assessment.

NOTE: *If you are unable to provide any documentation, Employee Health will discuss the requirements with you during your assessment. All laboratory testing and/or vaccinations will be performed at no cost to you.*

Contact Employee Health at 910.667.7445 if you have any questions prior to your appointment.

- Bring the correct documents needed to fill out your Pre-Hire Paperwork. One from column “A” or one from column “B” **AND** one from column “C” A full list of acceptable documents can be found [here](#). :

A	or	B	and	C
<ul style="list-style-type: none">• Unexpired U.S. Passport• Permanent Resident Card or Alien Registration• Foreign Passport with I-551 stamp• Unexpired Employment Authorization		<ul style="list-style-type: none">• Unexpired Driver’s License• Unexpired State-Issued ID with Photo• School ID with Photo• Voter’s Registration Card• U.S. Military Card• U.S. Coast Guard Card		<ul style="list-style-type: none">• U.S. Social Security Card• Certification of Birth Abroad• Certified Birth Certificate• U.S. Citizen ID Card• Unexpired Employment Document

These items will also be useful to bring:

- Information needed to complete the federal and state income tax forms
- A voided check or deposit slip containing your bank routing information to set up your direct deposit
- Your license plate number, car make and model for vehicles (up to two) you plan to use on a regular basis)
- Updated copies of your certifications
- A picture ready you! You will be taking your employee badge photo during your appointment.

- Complete the [Scavenger Hunt](#) on the New Employee Site and bring it with you to orientation to be entered into a raffle.

- Attend New Employee Orientation

- Your Orientation date, time and location will be included in your offer letter. A copy of this letter will be given to you at your Pre-Hire Paperwork appointment.
- If you attend benefits orientation
 - Please have spouse and dependent Social Security numbers and dates of birth for enrollment purposes.