Pre-Employment Steps

All of the steps listed below must be completed before a job is offered to any employee.

____ Application

____Background Check Consent Form

____ Interview

____Obtain a copy of nursing/CNA license (if applicable)

____Employee Verification to the Resource Center (if previously HCI employee)

____Reference Checks

____Background Checks

- ____OIG
- ____SAM
- ____DIA – Nurse Aide (if applicable)
- ____Nursys (if applicable)
- ____Iowa Board of Nursing (if applicable)
- ____ National Sex Offender Registry (www.nsopw.gov)
- ____SING

*** If hiring a non-certified nurse-aide, once certified you must log into SING and run a check to show eligible.

*** If the SING check states 'Further Research is Required' please wait until DCI's final response for criminal history, **you must wait until the person is cleared.**

*** if there is a hit on the employee you will receive a document stating the charges against the employee. Depending on what the charges are, if you still want to hire the employee, the employee must fill out Iowa Record Request Form S. once Form S has been completed, e-mail Form S, the charges document, and the initial SING report to recordcheckevals@dhs.state.ia.us. It will take 3-5 days for the employee to be cleared if they are cleared.

____Pre-Employment Physical – Including TB test

____E3 Pre-Work Screening (if applicable)

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