

PRE-HIRE TRACKING LIST

Part A – Panel Lead

Applicant Name:	Dept. Contact Name:
Department:	Supervisor Name:
Position:	Interview Date:
Type of Position: <input type="checkbox"/> Full Time <input type="checkbox"/> PSE <input type="checkbox"/> Intern <input type="checkbox"/> Volunteer <input type="checkbox"/> Other	
Requested Pre-Employment Test: <input type="checkbox"/> Physical <input type="checkbox"/> Drug Screen <input type="checkbox"/> Fingerprints <input type="checkbox"/> Background	

Reference Checks

Company	Name	Date	Reference OK
1.		__/__/__	__Y__N
2.		__/__/__	__Y__N
3.		__/__/__	__Y__N

Comments: _____

Verification of Professional Licensure: Y N N/A

HHS Staff Only: LEIE Search: Y N N/A

HHS Staff Only: Medi-Cal Suspended and Ineligible Provider List: Y N N/A

Part B – Director or Designee

Director/Designee approval for hiring: Yes No

Signature: _____ Date: __/__/__/

Part C – Personnel Department

Range Step Wage Date of Conditional Job Offer: __/__/__ Accepted: Y N

Date of Birth: __/__/__ Phone Number: _____ Application on File: _____

	<u>Medical/Drug</u>	<u>Live Scan</u>	<u>Law Enf. Background</u>
Appt.	__/__/__	__/__/__	__/__/__
Location	_____	_____	_____
Log	__/__/__	__/__/__	__/__/__
Results Rec'd	__/__/__	__/__/__	__/__/__
Cleared	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If no, please explain: _____

Date Notified Dept of Results: __/__/__

Part D – Supervisor

Employment Start Date: __/__/__ Notified Personnel of Start Date: __/__/__

Comments: _____

Email completed form back to the Personnel Department

Part E – Personnel Department

Official Offer Letter Sent: <input type="checkbox"/>	Onboarding Email Sent: <input type="checkbox"/> Pers. <input type="checkbox"/> Dept.	IT Form: <input type="checkbox"/>	E-Verify: <input type="checkbox"/>
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See instructions on reverse side

Instructions:

The Personnel Department will Email this form to the Interview Panel Lead.

Part A: To be completed by the Panel Lead and forwarded to the Director or Designee for approval.

Part B: To be completed by the Director or Designee and returned to the Personnel Department.

Part C: To be completed by the Personnel Department and forwarded to the Supervisor.

Part D: To be completed by the Supervisor and returned to the Personnel Department.

Part E: To be completed by the Personnel Department and then file the completed form in the employee's personnel file.