Non-Paid Position Packet

The recruitment department is happy to assist on-boarding non-paid candidates into

Healthcare of Atlanta departments. Please follow the sponsoring department tasks below to ensure compliance with guidelines established by Children's Healthcare of Atlanta.

Sponsoring Department Tasks:

3-Weeks Prior to Start Date:

- 1. **Department submits** completed non-paid position packet via email to *nonpaidpositions@choa.org*Please note:
 - a) All required information must be completed on each form to begin processing by recruitment. Incomplete packets will be returned, via email, to the sponsoring department.
 - b) The requested start date must occur on a Monday (per Children's requirements) and should be no sooner than 3 weeks from submission date.
- 2. Candidate is contacted by Recruiting to schedule a physical/drug/nicotine screen
- 3. **Department receives** a confirmation email from *nonpaidpositions@choa.org* confirming the processing of the candidate's criminal background screen and physical/drug/nicotine screen
 - a) Recruitment will contact the hiring manager again if any issues arise with the candidate's criminal background screen or physical/drug/nicotine screen.

1-Week Prior to Start Date:

- 3. Department submits:
 - a) Badge appointment requests to Julie Sandock, julie.sandock@choa.org
 - i. Please include:

Subject: Non-paid Position Badge Request

Appointment Time and Date (*no badging on Mondays, Saturdays, or Sundays)

Candidate's First and Last Name, Department, Location(s), Title: Non-paid position: {insert specific title}, Start Date, End Date

- **Badge appointment dates should be requested for a date <u>after</u> the candidate's start date.
- b) **The IS&T Security Request Form** for computer, email, and necessary shared file access. The form is located on Careforce via: http://careforce/securityrequest/
- 4. **Department calls** the IS&T solution center at 404-785-6767 to activate the candidate's network/PeopleIQ account *a)* For Epic and Patient Care Provider Training, please see the contact list on page 2.

Start Date:

- 5. Department confirms:
 - a) The candidate's completion of the New Employee Orientation computer-based training (CBT) via PeopleIQ
 - i. An email confirming CBT completion is released to the Office Park Security team granting the candidate badge clearance
 - ii. Candidate visits the Office Park Security Office during the scheduled badge appointment to receive their badge.
 - Office Park Security will not issue a badge without receiving an appointment request from the department sponsor AND a CBT completion email.

Contacts:

PeopleIQ/Network Log-in Technical Issues:	IS&T Solution Center
	404-785-6767
Badging Requests:	Julie Sandock
	julie.sandock@choa.org, x7630
Epic Training:	EpicTechnicalTraining@choa.org
Patient Care Provider Orientation:	Lisa Pugsley
	lisa.pugsley@choa.org, x7204
Learning Services: Trainer	Gillian Landgraff,
	gillian.landgraff@choa.org, x7829
Recruitment Coordinator: Non-Paid Positions	Hannah Sullivan
	Hannah.sullivan@choa.org, x58994

Non Paid Position: Scope of Assignment Form



**To be completed by the sponsoring department representative:

ubmitted by:	Date:	
ponsoring Department:		
Will candidate need computer access?		☐ Yes
Candidate an Emory employee?		☐ Yes
Candidate receiving school credit?		☐ Yes
Candidate Information		
Position Description (include project work, specific	tasks, roles and responsibilities)	
Start Date.	Lifu Date.	
Department:Start Date:		
CHOA Supervisor Name/Title:		
Position Title:		
Placement Information		

Non-paid Position: On-Boarding Checklist:



**To be completed by the sponsoring department representative:

Candidate Name:

Candidate Phone:

Candidate E-mail:			CHOA Supervisor Name:	
Date of Birth:			CHOA Supervisor Phone:	
Social Security Number:			CHOA Supervisor E-mail:	
Computer Access Required?	Yes	No	Start Date:	
Emory Employee	Yes	No	End Date:	
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For Recruitment Us				
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CHOA Campus:

Department:

**To be completed by the non-paid position candidate:

APPLICANT'S Disclosure & Consent Release of Information

e of Birth: Place of Birth: (City, State, Country) City:	AD CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT] DUND INVESTIGATION eporting agency for employment purposes. Thus, you may be the may include information about your character, general reputation, interviews with sources such as your neighbors, friends, or compensation records, credit bureau files, employment references, imilitary branch and to receive any criminal record information all justice agency in Georgia or any other State. These reports may be ughout your employment. You have the right, upon written request of the nature and scope of any investigative consumer report. Please consumer report obtained with regard to applicants for employment Verified Persons, or another outside organization. The scope of this tain from any outside organization all manner of consumer reports arse of your employment to the extent permitted by law. As a result,
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