USA Health Faculty Physician Recruitment and Onboarding Checklist

Office of Faculty Affairs (OFA)

Progress towards completion of appointments can be found on OFA bi-weekly email updates.

	TASKS:	COMPLETED BY:
	The recruitment process	
□	Identify proposed physician recruitment needs	Chair / Senior leadership
□	Physician Recruiter (PR) works with Director of Operations (DO) and completes: -Authorization for Faculty Recruitment form (AFR) -Recruitment Breakeven Analysis form (Proforma) -Attaches advertisement / job description Departments/Physician Recruiter provide documents to OFA for review before the Chair signs. OFA and the Director of Physician Compensation and Contracts will review and forward to Administration for approvals. OFA will provide Credentialing with a copy of AFR once Administration has approved.	PR / DO / OFA
□	OFA generates online position posting in iCIMS, HigherEdjobs.com, and notifies Department (this meets minimum requirements for non-tenure track positions).	OFA
□	Advertising MUST be completed before interviews Department can add other advertisements to discipline-specific journals/sites. If additional postings are made by the Department, a copy should be forwarded to OFA at time of posting. All ads MUST include link to on-line application site and current Equal Opportunity Statement (which is provided by OFA). NOTE: Minimum of 1 additional national advertisement is required for tenure-track positions.	Department
□	Candidates **MUST** apply via iCIMS and upload current CV	Candidate
□	Applications are reviewed in iCIMS by PR and then sent to the Chair and DO for review.	Chair / DO/ PR
□	Identify Candidates for interview	Chair
□	Make travel arrangements for Candidates and schedule interviews/generate itinerary	PR
□	Collect interview feedback on Candidate from interview panel	Chair / DO / PR
□	For visa hires: -PR provides Candidate information to Office of Immigration -Office of Immigration sends USA Health Prospective Physician Questionnaire to Candidate -Visas of any type can delay start dates, up to nine - ten months, or more, depending on visa type	Chair / DO/ PR / Immigration
□	Select Candidate for the position; prepare offer letter using OFA template – PR provides offer letter to OFA for review before Chair signs. OFA will notify PR/DO to route offer letter after review. FCAPE vote is required for appointments at Associate Professor or Professor rank, or for offers of tenure. -Offer letters for Candidates requiring sponsorship now or in the future must be reviewed by the University Office of Immigration *before* routing to Administration. -ANY renegotiation of terms after an offer has been submitted to Candidate require either a revised offer letter or an amendment. In either case, these revised terms must have the approval of the Dean/VP. ***-Proposed start date should be at least 3 months from the date of offer***	Chair / DO / PR / OFA
□	Offer letter sent to Candidate Copy will be provided to Department upon Candidate accepting offer	OFA
	Tasks re: credentialing application – initiate on receipt of signed offer letter – at <u>least</u> 3 months prior to start date	
□	OFA provides Candidate's CV to Medical Staffing Office (MSO) MSO emails the online credentialing application to Candidate	OFA / MSO
	OFA emails Candidate to request the following: -Finalize application in iCIMS -Request all official transcripts to be sent to OFA -Provides contact information for three to five references for letters of recommendation -Submit Alabama medical license application (if applicable)	OFA / Candidate

	TASKS:	COMPLETED BY:
□	OFA and DO complete the PEA Checklist. Once PEA Checklist is approved by USA Health Administration, it is forwarded to Legal with Candidate's CV and signed offer letter. Legal will generate contract draft from offer letter and contact PR/DO if any additional information needed. OFA and Legal must review contract before routing. Legal will return final approved contract to OFA. OFA will forward contract to Department for review and the Chair's signature. After the Chair signs, PR/DO routes contract to Administration for signatures. Original contract will be returned to Department and Legal. For contracts with immigration: Legal will generate contract draft and incentive addendum (if applicable) from offer letter and contact the Office of Immigration if any additional information is needed. Legal must approve contract before routing, and must review/approve any changes made by immigration attorney before contract is routed. Legal will return final approved contract to OFA. OFA will forward contract to Department for Chair's signature.	OFA / Legal / DO / PR
□	Request Chair's recommendation letter and signed Faculty Action Request form (FAR)	OFA
□	Request three letters of recommendation for faculty appointment	OFA
□	Complete Applicant Data Report	OFA
□	Contact Department for the FOAPAL and USA Health HR provides BPN	OFA / USA Health HR
□	OFA completes onboarding/appointment EPAF	OFA
	Faculty appointment – should be completed at least 4 weeks prior to official start date	
□	Receipt of ALL required documents: Signed Authorization for Faculty Recruitment (AFR) Copies of any advertisements by Department USA Employment Application (from iCIMS) and CV Signed offer letter and contract Transcripts Letters of recommendation Completion of credentialing (background results complete and email from Risk Management received) Chair's recommendation letter Faculty Action Request form (FAR) Hospital privileges issued	OFA
□	Routing of completed faculty physician appointment file for approvals	OFA
□	Appointment letter issued - this letter must specify the official start date	OFA
□	Appointment letter sent to Candidate	OFA
□	Candidate signs and returns Appointment letter Completion of the appointment process NOTE – OFA cannot verify employment with lenders until the appointment process is complete	Candidate
	Preparation for onboarding of new faculty physician	
□	Provide "Jag Number" (J#) to Department, and Medical Staffing Office; complete Banner detail	OFA
□	Send signed appointment letter to USA Health HR, COMBO, and Risk Management	OFA
□	Department sets up for new faculty physician -Order lab coats -Office set up –*computer, telephone, business cards, keys, etc.*	Department
□	Schedule meeting for new faculty physician with clinical operations supervisor/manager *Prepare clinic schedule, template, staffing and supply/equipment needs*	Department
□	Schedule meeting for new faculty physician with USA Health Marketing & Communications *Photo shoot for website, info added to website, press release, etc.*	Department / PR
□	PR schedules new faculty physician with employee health nurse	PR
□	USA Health HR will schedule faculty orientation for benefits and I-9 completion	USA Health HR
□	Schedule New Provider EMR Training	Department / PR
□	Schedule New Provider Orientation with Compliance	Department / PR
□	Complete and submit Computer Information Services (CIS) packet	Department

	TASKS:	COMPLETED BY:
	Onboarding	
□	New employee orientation Completion of I-9 form – (I-9 must be completed on or before first day) Complete electronic onboarding in iCIMS	USA Health HR
□	Setup EMR training Make sure login and passwords are set up for all information technology needs Issue pager Schedule compliance/billing in-service Obtain appropriate hospital badge Obtain parking passes for hospitals/clinics/Strada Patient Care Center (if applicable)	Department
□	OFA will contact faculty physician to schedule a welcome meeting with Associate Dean for Faculty Affairs and Faculty Development to review the *College of Medicine Guidelines* with emphasis on support for the development of their career in academic medicine.	OFA