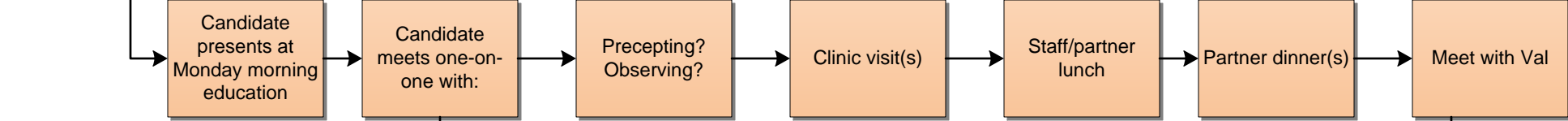


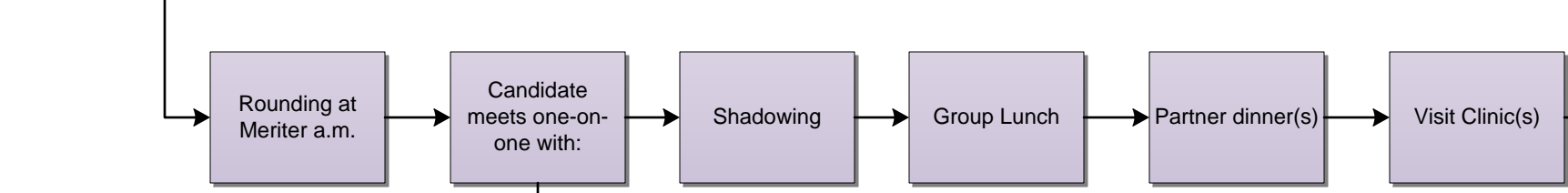
INTERVIEW DAY TWO+

CHS Interview Process



-Clinic Manager
-Medical Director

CT Interview Process



-Clinic Manager
-Medical Director

Offer

Evaluation collected and distributed to Leadership

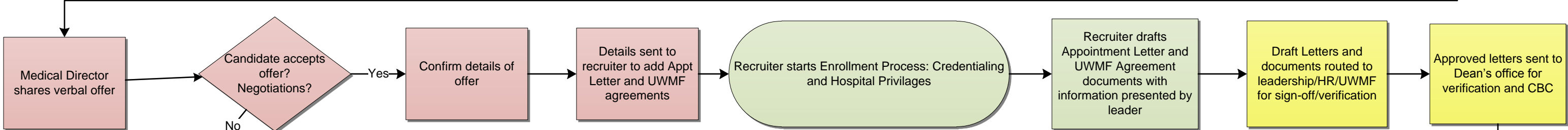
Leadership reviews and discusses

Make offer?

Offer details defined:
-Description
-Duties
-Bonuses
-FT
-Start Date

Letter sent and contact made with candidate

Hire



Hire Packet Includes:
-Cover Letter: UWMF
-Cover Letter: DFM
-Draft Appointment Letter
-Non-Compete/Confidentiality Agreement: UWMF
-Bonus Agreement: UWMF
-Self addressed postage paid return envelop

Once approved, Hire Packet sent to candidate

Recruiter routes Appointment Letter to Dr. Gilchrist and Grossman for signatures

Once candidate signed and returned UWMF's legal documents, route for signatures and send appointment letter to be signed by candidate

With all signatures, scan and save documents.
-Original UWMF Agreements sent to UWMF HR (Amy Campbell)
-Appointment Letter put in P-File
-Copy of Appointment Letter sent to: Dean's Office, Medical Director, New Hire, Clinic Manager, Michelle Riley, DFM Finance, Liana Nash, UWMF HR

Note:
In some cases, when there is great need and timing is short, this process may begin at earlier stages of the recruitment process

Recruiter enters new hire's personal information into JEMS

Dean's office pushes it into HRS

Orientations, Training, I-9 Verification Set-Up

Orientation