

# 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.


Identify

	<p>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.</p> <p>After the Chair signs, PR/DO routes contract to Administration for signatures. Original contract will be returned to Department and Legal.</p> <p>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.</p>	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 Affirmative Action Report	OFA
	Contact Department for the FOAPAL and USA Health HR provides BPN	OFA / USA Health HR
	OFA completes onboarding/appointment EPAF	OFA

	<p>New employee orientation  Completion of I-9 form – (I-9 must be completed on or before first day)  Complete electronic onboarding in iCIMS</p>	USA Health HR
	<p>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)</p>	Department
	<p>OFA will contact faculty physician to schedule a welcome meeting with Associate Dean for Faculty Affairs and Faculty Development to review the <i>College of Medicine Guidelines</i> with emphasis on support for the development of their career in academic medicine.</p>	OFA