

PRE-HIRE TRACKING LIST

Part A - Program Manager

Applicant Name: _____	Supervisor Name: _____
Position applied for: _____	Date of Interview: _____
Type of Position: <input type="checkbox"/> Full Time <input type="checkbox"/> PSE <input type="checkbox"/> Intern <input type="checkbox"/> Volunteer <input type="checkbox"/> Other	
Deputy approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: _____ Date: _____	

Reference Checks

Company	Name	Date	Reference OK
1.	_____	_____	__Y__N
2.	_____	_____	__Y__N
3.	_____	_____	__Y__N

Comments: _____

Verification of Professional Licensure: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	LEIE Search: <input type="checkbox"/> Y <input type="checkbox"/> N
BH Staff Only: Medi-Cal Suspended and Ineligible Provider List: <input type="checkbox"/> Y <input type="checkbox"/> N	

Part B – Deputy Director/Director

Deputy Director or Director approval for hiring: Yes No
 If no, please explain: _____

Signature: _____ Date: _____

Part C – Personnel Clerk

Date of Conditional Job Offer: _____	Accepted: <input type="checkbox"/> Y <input type="checkbox"/> N
Range _____ Step _____ Wage _____	Bi-Lingual <input type="checkbox"/> Y <input type="checkbox"/> N

Part D – Personnel Clerk

	Physical	Drug Screen	DOJ Prints	FBI Prints
Appt. Results Rec'd	_____	_____	_____	_____
Cleared	__Yes__No	__Yes__No	__Yes__No	__Yes__No
If no, please explain: _____ _____				

(Note: Remind staff to take ID picture during DOJ Prints appointment)

Part E – Program Manager

Date of Job Offer: _____	Employment Start Date: _____
NPI #: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, NPI #: _____	

Comments: _____

Email completed form back to the Personnel Clerk

Instructions on reverse side

❖ Return this form to the Personnel Department once completed

Instructions:

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

Part A: To be completed by the Manager and forwarded to the appropriate Deputy Director or the Director for approval and then returned to the Manager to complete Reference Checks area.

Part B: To be completed by the appropriate Deputy Director or the Director and returned to the Personnel Clerk.

Part C & D: To be completed by the Personnel Clerk and forwarded to the Manager.

Part E: To be completed by the Manager and returned to the Personnel Clerk.

Personnel Clerk will then file the completed form in the employee's personnel file.