

Candidate Name: _____

Unit: _____

Client: _____

Pay Rate: _____

Per Diem Checklist

Document	Received	Expires
Pre-interview checklist		
Resume		
Employment Packet		
3 professional references		
Job description		
Professional license or certification (front, back, & signed)		
Skills checklist		
Driver license or state issued ID (front, back, & signed)		
PSV/ OIG/ EPLS		
Physical (within 12 months)		
TB skin test (within 12 months) OR Chest X-ray (within 3 years)		
TB mask respirator fit test		
MMR & Varicella vaccinations OR titers		
Additional Documents for Kaiser & Providence (AMN)		
4 AMN Questions		

MANDATORY:

How many hours a week can they work? MUST commit to 1 day a week. _____

How far are they willing to commute from their home? _____

What is his/ her hourly pay range? _____

*******CERTIFICATION GUIDE*******

CNA	BLS or CPR
MED SURG/ TELE/ DOU/ CATH LAB	BLS & ACLS
ICU	BLS, ACLS, BAR & Critical Care Certificate
ER	BLS, ACLS, PALS & Assaultive Behavior Certificate (if indicated)
L&D	BLS, ACLS, PALS, NRP & Fetal Monitoring