



What to Expect

Pre-Employment Appointments at
Lakewood Health System

REMEMBER TO BRING:



Identification



Vaccine Records



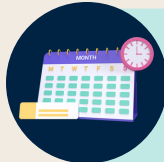
1st: Checklist & Schedule Pre-Employment

Take some time at home to complete these items after your verbal offer of employment.



Login to the applicant portal – you can access this via our career page, or through the offer-letter email you received

- ✓ Sign your official Offer Letter
- ✓ Complete Pre-Hire Checklist in Paycom



Schedule your Pre-Employment Appointment – use the self-scheduling link to book a time that is convenient for you!

- ✓ Book appointments 2-4 weeks before start date



2nd: Pre-Employment Appt. ←

Part A: Employee Health



Pre-Employment Drug Screening following Minnesota Statute 181.953(1).



Review healthcare vaccines & administer any required vaccines that are missing.



Complete initial tuberculosis test & schedule follow-up reading



We'll teach you handwashing & you'll demonstrate the skill. Some employees are fitted for PPE.

Part B: Human Resources



Verify Identity & Conduct a Background Check



Review Job Details & Sign Job Description



Learn about employee benefits package including health insurance and 401k retirement



Have your photo taken for your new employee badge



3rd: Cleared to Start!

Your supervisor will connect with you about what to expect for your first day on the job.





For Appointments at our Main Campus:

- Our address is: 49725 Co Rd 83, Staples, MN 56479
- Park & enter the Main Entrance
- Proceed downstairs and take a seat by the fireplace
- HR or Employee Health will come get you for your appointment when they are ready

For Appointments at our Senior Campus:

- Our address is: 401 Prairie Ave NE, Staples, MN 56479
- Park & enter Door B
- Check in with guest services and take a seat
- HR or Employee Health will come get you for your appointment when they are ready

Questions? Call the HR Coordinator at your assigned campus:

Main Campus

Joan Wright, Main Campus
218-894-8051
joanwright@lakewoodhealthsystem.com

Senior Campus

Breanne Kenney, Senior Campus
218-894-8707
breannekenney@lakewoodhealthsystem.com