

# FIRSTCHOICE TRANSFER CHECKLIST

Ready for a change? Please see the below guide for what to expect when you are requesting a transfer to, from, or within FirstChoice:



## RHM CORE COLLEAGUES → FIRSTCHOICE (NATIONAL OR REGIONAL)

- ☐ Refer to site specific local transfer policies to determine eligibility to transfer.
- ☐ Discuss transfer with current manager.
- ☐ Apply for position on Workday (as an **internal candidate**).
- ☐ Be prepared to provide an updated resume and current certifications, upon request.
- ☐ FirstChoice TAP (recruiter) will reach out to you within 1-2 business days of submitting application.
- ☐ You will be required to complete and pass Relias testing prior to advancing in the interview process.
- ☐ Within 1-2 business days of passing Relias testing, TAP will reach out to schedule an interview with the FirstChoice Program Manager (PM).
- ☐ Interview with the Program Manager (PM).
- ☐ PM to complete Interview Feedback form, which may take up to 7-10 business days.
- ☐ Once TAP receives the Interview Feedback form, TAP will contact you with transfer decision.
- ☐ If transfer is approved, you will begin the onboarding process:
  - ☐ Complete offer letter in Workday.
  - ☐ TAC (Onboarding) to review Employee Health records, I9, background, and all record validation – you may be asked to complete additional onboarding steps, if warranted.
- ☐ Once all onboarding steps are complete, you will be notified of clearance for hire and next steps (orientation, badging, etc.).

## NATIONAL FIRSTCHOICE → REGIONAL FIRSTCHOICE

- ☐ Discuss transfer with current National Program Manager (PM).
- ☐ Regional PM to reach out to you to discuss position within 48 business hours.
- ☐ Be prepared to provide an updated resume and current certifications, upon request.
- ☐ If transfer is **not approved**, either the Regional or National PM will reach out to discuss with you.
- ☐ If transfer is **approved**, the Regional PM will send the TAP (recruiter) the required documentation for transfer and below next step will be completed:
- ☐ TAP will reach out within 1-2 business days, and you will be instructed to:
  - ☐ Complete application (as **internal candidate**).
  - ☐ Complete Transfer Offer in Workday.
- ☐ TAC (Onboarding) to review Employee Health records/ record validation – you may be asked to do additional onboarding steps if warranted.

- ☐ Once all steps are complete, you will be notified of clearance and receive your new Long Term Assignment (LTA) documents.

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## REGIONAL FIRSTCHOICE NATIONAL FIRSTCHOICE

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- ☐ Discuss transfer with current Regional Program Manager (PM).
- ☐ National PM to reach out to you to discuss position within 48 business hours.
- ☐ Be prepared to provide an updated resume and current certifications, upon request.
- ☐ If transfer is **not approved**, either the Regional or National PM will reach out to discuss with you.
- ☐ If transfer is **approved**, the National PM will send the TAP (recruiter) the required documentation for transfer and below next step will be completed:
- ☐ TAP will reach out within 1-2 business days, and you will be instructed to:
  - ☐ Complete application (as **internal candidate, in Workday**).
  - ☐ Complete Transfer Offer in Workday.
- ☐ TAC (Onboarding) to review and request Employee Health records from Local RHM/ record validation – you may be asked to complete additional onboarding steps, if warranted.
- ☐ Once all steps are complete, you will be notified of clearance and receive your new Long Term Assignment (LTA) paperwork.

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## FIRSTCHOICE RHM CORE COLLEAGUE

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- ☐ Discuss transfer with current FirstChoice Program Manager (PM).
- ☐ Apply for position (as an **internal candidate, in Workday**).
- ☐ Be prepared to provide an updated resume and current certifications upon request.
- ☐ Local RHM TA will receive and screen your application to ensure requirements/guidelines are met.
- ☐ If you pass the screening process, the Local RHM TA will schedule an interview for you with the local RHM hiring manager.
- ☐ If transfer is approved, a transfer date will be agreed upon and your transfer will be initiated.

### Important Information:

- TAP will discuss Payroll Schedules with your Program Manager. Transfers cannot occur in the middle of a pay cycle. Your transfer date will occur the Sunday of the new pay period.
- Colleagues are held at the same experience qualifications to transfer to and within FirstChoice (see TAP for more information).
- When transferring from core to FirstChoice, colleagues cannot return to the same unit with an LTA for 6 months to 1 year, depending on the state. You are allowed to work per diem in your previous unit if you are floating to other units/hospitals, but not an LTA.