

# Process for external applicants

## Prior to/upon hire

- 1**  
Apply for the position at [Ascension Careers](#)  
You will be contacted by a talent advisor within 24 business hours of applying\*
- 2**  
Interview with Travel Program Manager
- 3**  
Qualified candidates will be extended a verbal offer
- 4**  
Accept electronic offer and schedule occupational health appointment; background check is initiated
- 5**  
Meet with Travel Program Manager
- 6**  
Complete national new associate orientation via myLearning and Google Classroom

## Prior to first assignment

- 7**  
Possess a compact RN license or state RN license for intended location
- 8**  
Obtain assignment from Travel Manager or Coordinator
- 9**  
Make travel arrangements (hotel, flight, rental car as applicable)\*\*

## First Day/ On Assignment

- 10**  
Work with Travel Manager or Coordinator to procure badge and login information
- 11**  
While on assignment receive support from local nurse manager, education and caregiver team
- 12**  
Check in with Travel Manager 4-6 weeks prior to current assignment end date to plan for next assignment

## Start of New Assignment/ Between Assignments

- 13**  
Work with Travel Manager to discuss outcomes and next steps (manager will contact you)
- 14**  
Complete evaluation within two weeks of assignment completion

\*RN applicants need an active RN license with BLS Provider certification and 1 year experience in acute care.

Surgical tech applicants must be credentialed from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) and have BLS provider certification obtained prior to hire date or job transfer date. 1 year of surgical tech experience required.

\*\*Must be able to show proof of auto liability insurance if driving to/from location.

