

Process for internal applicants

Prior to/upon hire

Prior to first assignment

First Day/ On Assignment

Start of New Assignment/ Between Assignments

1

Update your [myCareer profile](#) by selecting "yes" about travel opportunities*

2

You will be contacted by a talent advisor within 24 business hours of updating your profile

3

Interview with Travel Program Manager. Qualified candidates will be extended a verbal offer

4

Accept electronic offer; complete any Occupational Health requirements

5

Meet with Travel Program Manager

6

Complete any orientation or training via myLearning and Google Classroom

7

Transfer occurs on first day of pay period agreed upon by current and new manager

8

Possess a compact RN license or state RN license for intended location

9

Obtain assignment from Travel Manager or Coordinator

10

Make travel arrangements (hotel, flight, rental car as applicable)**

11

Work with Travel Manager or Coordinator to procure badge

12

While on assignment receive support from local nurse manager, education and caregiver team

13

Check in with Travel Manager 4-6 weeks prior to current assignment end date to plan for next assignment

14

Work with Travel Manager to discuss outcomes and next steps (manager will contact you)

15

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.



Ascension