

# Process for internal applicants



## Prior to/upon hire

1. Apply via the Career Portal (internals to apply via myAscension)
2. You will be contacted by a Talent Advisor via email within 24 business hours of application. This is your phone interview by the Talent Advisor and discussion about potential open assignments and rates.
3. Interview with the Ascension Travel Program Manager. A leader conversation will occur prior to an offer being made.
4. Qualified candidates will be extended a verbal offer, upon verbal acceptance receive an electronic offer and complete any outstanding onboarding requirements.
5. Prior to the first assignment you will work with your Staffing Coordinator, ATP Clinical Manager and site leader to prepare for your first day.
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.

## Prior to first assignment

8. Possess a compact RN license or state RN license for intended location.
9. Make travel arrangements (hotel, flight, rental car as applicable).\*\*

\*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.

## 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 2 weeks of assignment completion.