Adult/College Volunteer | *Onboarding Checklist*

Use this checklist to help your onboarding process run smoothly:

Step One – Application & Documents:

- ☐ Complete, Sign & Return **Application** (Attached)
- ☐ Complete & Return **Volunteer Preferences Sheet**
- ☐ Gather & Provide your **Required Health Records**:
- ☐ COVID (Vaccinations/Boosters)
    - ☐ Flu (proof of most recent vaccination)
    - ☐ MMR (mumps, measles, rotolo viruses)
    - ☐ Tuberculosis (2-step skin test - proof)
    - ☐ Doctor-signed waiver (if unvaccinated for any reason)
- ☐ Make an appointment with Employee Health Department

(as needed to verify your health records at **706.571.1998**)

- ☐ Save all documents in PDF format using this label: ("LastName, First Name_Title_Date.pdf")
- ☐ Submit all via email attachments to: Nancy.Williams@piedmont.org

After completion of Step 1 and submission of required documents, **you will receive an application confirmation email.** Please confirm your scheduled date to attend orientation, AND select your placement(s) to begin after orientation.

Step Two – Uniform – Details & Information:

- ☐ Purchase your **Mandatory Uniform** ($25.00) at PCR Midtown Gift Shop

    Note: scrub top is specific to PCR, pants/shoes can be purchased from any vendor.

    Uniform: College/Adult Volunteers: beige scrub top, black pants, athletic shoes

    PCR Midtown Gift Shop Hours: Mon–Fri: 9 a.m.–6 p.m., Sat: 9 a.m.–3 p.m. (closed Sun) – Ask clerk to assist.

    *** Uniform must be worn to orientation ***

Step Three – Orientation – Details:

- ☐ Location: Piedmont Columbus Regional (Midtown Campus) - Conference Center
- ☐ Prepare uniform in advance and wear it to orientation.
- ☐ Refer to your orientation **confirmation** email for date and time.

Step Four – Placement – Details:

- ☐ Select and confirm your placement(s) via email prior to orientation.
- ☐ You will receive **placement confirmation** with more details. Use checklist to fill in here:
- ☐ Your placement details:

    Department(s): _____   Location: _____

    Day(s)/shift(s): _____   Supervisor(s): _____

    Training date/time: _____   Expected start date: _____

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