

# Contingent Workforce Compliance Requirements

Since the onset of the Randstad program, a formalized onboarding process to vet applicants for pre-employment and compliance requirements has been initiated. Contractors play a valuable role in the productivity of the workplace so it is imperative they meet the University's standards in training, pre-employment and Joint Commission requirements. This document will help familiarize the JHU Community on the University's first formal strategic temporary workforce program.



*What does this mean to you?*

The "No Exceptions" on-boarding process means that a temporary placement must meet one, two or three phases of compliance review before they can be placed on assignment with the University. These stages mirror the same thorough vetting process as full time hirers.

## Stages of Review

## Who is Reviewed?

1

- ✓ Drug screen
- ✓ Employment verification
- ✓ Reference checks
- ✓ Education verification
- ✓ Background check

Everyone. These standards are non-negotiable and typically take 2-6 days to secure results for all requirements. There are scenarios where confirming education verification, particularly in over-populated, remote areas or overseas, that can delay the process. Your program team will be able to update you on progress throughout the process once you have made your candidate selection.

2

- ✓ Full health screen and lab work (TB, TDap, Varicella, HepB & Titers)
- ✓ Departmental specific training
- ✓ Certification or license review
- ✓ Updated HIPAA certification

Health screening and HIPAA requirements are typically associated with clinical roles and worksite locations, such as those located throughout East Baltimore proper, but it's not always so cut and dry. To be sure, talk with your account team during the requisition process to ensure you have an expectation on timeframe. Titers, specifically, tend to add an additional 5-7 days to stage 1 results.

3

- Joint Commission Review:
- ✓ Additional screening
- ✓ File review by JHU 3<sup>rd</sup> party
- ✓ Additional skills assessment



Shared workspace with the Health System or an affiliation with their work, such as School of Medicine, often means Joint Commission review. This process protects both the University and the Health System. Initial file review takes 48 hours, and more steps may be necessary to ensure a complete file.

Randstad extends a thank you to all our partners within the University for helping support this initiative to mitigate risk and see a successful, first-ever total workforce program within Johns Hopkins University. Understanding these standards will help departments plan ahead for requisitions and talk through proactive recruiting strategies with the Program Team.



Still more questions? Please call the Program Office at #443-997-9905 to learn more specifics.



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