

PROLINK Compliance Roadmap

Congratulations!

You just accepted an offer with Prolink! Here is your roadmap to complete the compliance and onboarding items required for your start.

1

Start Smart

Being prepared by having what you need, will set you up for success with this process and the rest of your assignment experience.

Get your **immunization** records ready!
For example: Hep B, MMR, TDAP, TB

Your recruiter will upload your references, EV, NURSYS, resume, offer letter, and prophecies once completed.

2

First Advantage (Background & Drug Screen)

Complete form to initiate background check and submit your consent for background and drug screening.

First Advantage will send an email for drug screen with lab locator—FADVREPORTS will be the sender. **Print out form.**

You are required to complete the drug screen **within 48 hours.**

3

Bullhorn Electronic Onboarding

Electronically fill out and submit all required paperwork.

Locate electronic onboarding access in an email from talentonboarding@prolinkstaff.com

Upload immunization and physical test records, and legal documents such as I-9. If anything is missing, it will need to be submitted prior to your start date.

4

Workday Onboarding

Complete all HR information in Workday. This includes pay, benefits, tax elections, emergency contacts and personal information.

Ensure all personal information is correct and completed. There will be notification badges in the upper-right corner for any remaining unfinished actions.