

Onboarding Process for Reynolda Students to Bowman Gray



Guidelines for the Onboarding Process:

NOTE: Students will be subject to background checks and drug screens.

1. The screening process will operate in parallel to securing access. Students will be granted access upon:
 - receipt of a completed non-employee access form and order form
 - completion of a 30-minute mandatory compliance training, and
 - the scheduling/initiation of drug screen and background check
2. Once all 3 requirements are met, access should be granted within 2-3 business days. This will allow students to begin classes, or their research or scholarly activity, while the screening process takes place in order to maintain a streamlined and efficient onboarding process.
3. If the screening process reveals an issue, or if the students fail to complete the drug screen or background check, Contingent Workforce will contact the onsite faculty sponsor to provide instructions. Students who fail to complete the onboarding requirements in a timely manner may have their contingent access withdrawn.
4. The cost associated with these services will be paid by the Contingent Workforce office for Reynolda-based students. The costs will not be passed through to the student, the sponsoring faculty member, or the faculty member's department.
5. For access to the onboarding process and the necessary forms, please visit: <http://www.wakehealth.edu/HR/Workforce-Development/Interns.htm#Requirements>.

Guidelines for the Sponsoring Faculty at Bowman Gray:

If you are sponsoring a student for an internship, research, or clinical experience, you will coordinate the student's onboarding process. It is the sponsor's responsibility to track and collect all the forms with the candidates.

Please send one completed packet to Contingentworkforce@wakehealth.edu to begin processing.

- Please complete the Contingent Staff Order Form.
- Direct the student to complete the Non-Employee Registration Form

For questions about onboarding students, contact:

Contingent Workforce (Cheryl Phibbs)

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