

Job Aid: Candidate Profile & Onboarding in eStaff365

Welcome to HealthTrust Workforce Solutions!

As a HealthTrust candidate, you will have access to a personal candidate portal, called Workforce 2.0. Through this portal you will have access to our electronic document repository called Estaff 365 where you will complete your Pre-Hire and Onboarding process. The following is a step-by step Job Aid to help you in the process.

This document is divided into three (3) sections:

- [SECTION I: PRE-HIRE PROCESS](#)
- [SECTION II: ONBOARDING PROCESS](#)
- [SECTION III: REVIEWING REJECTED ITEMS](#)
- [SECTION IV: EXPIRING CREDENTIALS](#)



SECTION I: PRE-HIRE PROCESS


(Filling out Profile, Pre-Hire Docs and Get Testing Instructions)

Getting Started & Logging In

Initial access will be sent via email by Recruiter. This will contain the URL:
<https://workforce.healthtrustws.com/Login.aspx> and your credential information to login.

Initial access will require password reset.



Please note that the best browser for our system is:  **chrome**

You have been provided access to HealthTrust Workforce Solutions' Workforce 2.0 System

noreply@healthtrustws.com
to me ▾

Welcome to Workforce 2.0 - HealthTrust's workforce management system.

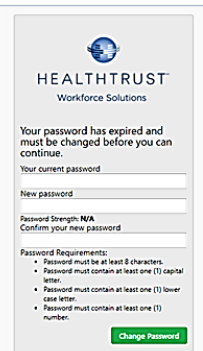
Please use the following information to access the Workforce 2.0 System:

<https://workforce.healthtrustws.com>

Username: hermantest@fakeemail.com

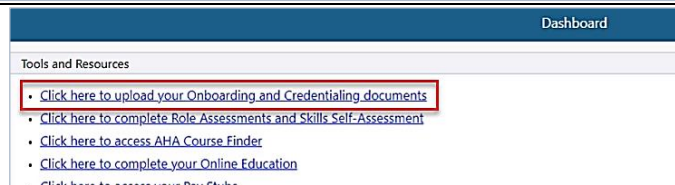
Temporary Password: welcome123

(On first login you will be prompted to change your password)

From the main Dashboard under Tools and Resources:

- Click [Click here to upload your Onboarding and Credentialing documents](#) link

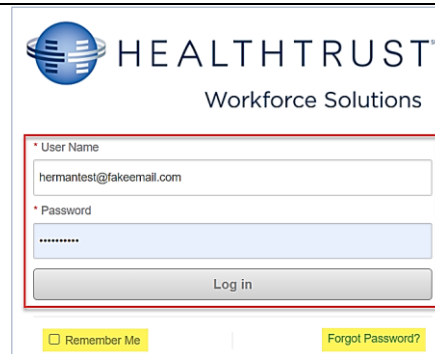


Second level security login page will open.

If not automatically logged in:

Enter **same credentials** as the initial portal login.

Please Note: Change password here will **not** carry over to the initial login page.

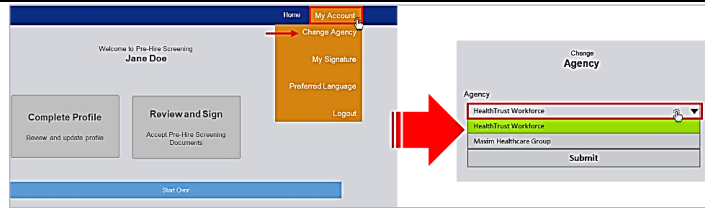


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Change Agency *(ONLY if you have used eStaff365 with another staffing agency)*

If you used eStaff365 with another agency before you **must** select HWS.

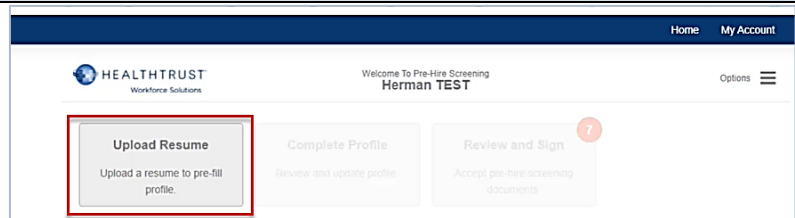
- Click **My Account**
- Click **Change Agency**
- Select **HealthTrust & Submit**



Resume Upload, Profile Completion & Electronic Signature Creation

eStaff365 home page will appear with 3 main boxes (initially two deactivated)

- Upload Resume
- Complete Profile
- Review and Sign
- Click **Upload Resume**



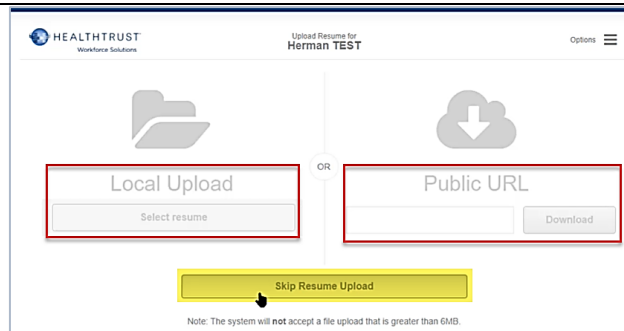
Please be sure to read and follow instructions on the screens as you go through this process.

Upload Resume

Browse to upload your Resume either from a **Local Upload** or **Public URL**.

Uploading the resume will pre-fill information in to your profile.

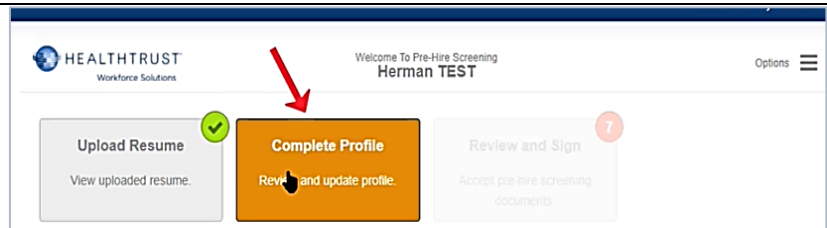
Note there is an option to skip resume upload, however this will require manual entry of information.



Complete Profile: Personal Information

Successful resume upload will mark the first step with a green check and activating the next box.

Click **Complete Profile**



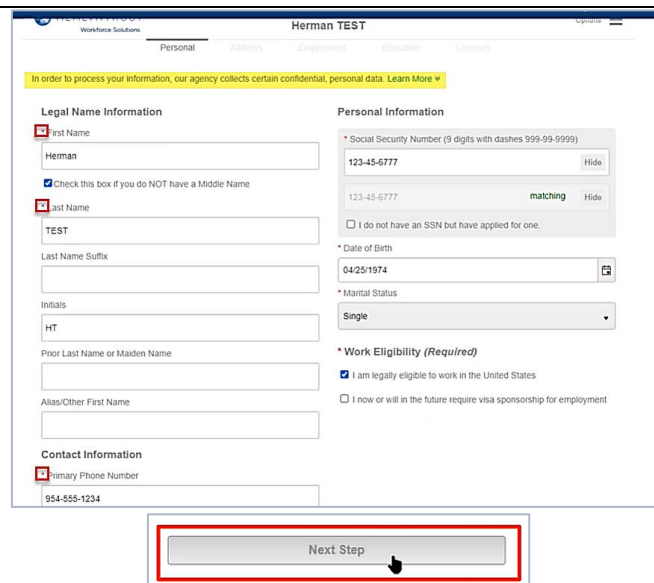
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If you uploaded your resume, you will see pre-filled data. If you did not upload your resume you will need to enter in the information.

- **Review pre-filled information**
- **Correct** data as needed
- **Enter** additional information required

Note all required fields are notated with a red asterisk.

- Click **Next Step** when completed



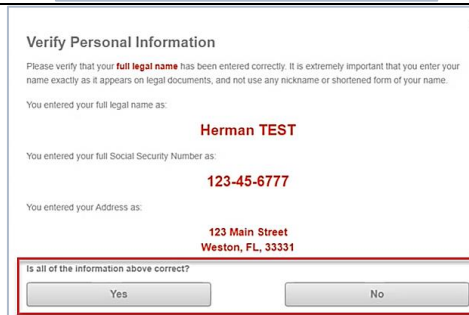
Verify your personal information in the next pop up.



If this information does not match your legal documents, it **must be corrected**.

Click **Yes** to proceed

Click **No** to go back to correct



Complete Profile: Verify Residence History

Seven (7) years of residence (or explanation) is required. Uploaded resume will parse address information.

To add an address history:

- Click **Add Address**

To review or change auto-populated information:

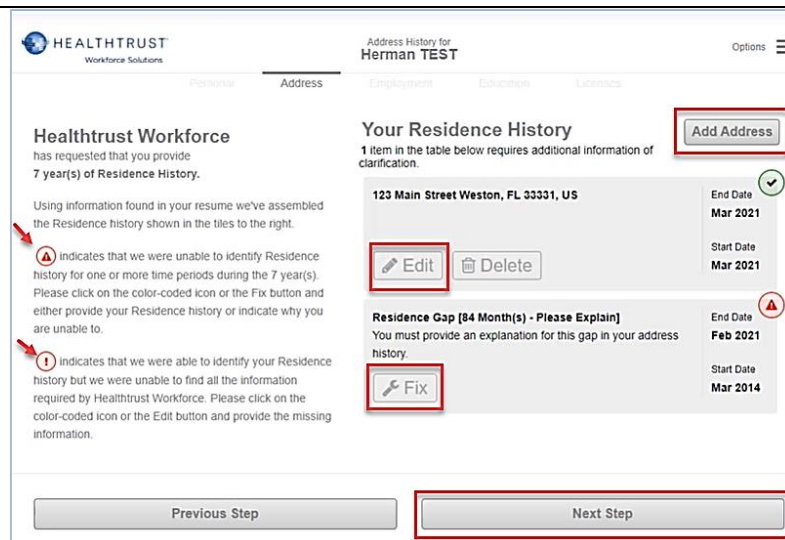
- Click **Edit** within the grey area

NOTE: If you did **not** have an address/residence during the gap you **MUST** provide an explanation. To provide an explanation for a residence gap:

- Click **Fix**
- Click **Supply An Explanation** tab that will appear

When completed:

- Click **Next Step**




Please ensure to read the instructions on the left for any red notifications and how to correct. . Green check means item is completed.

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Complete Profile: Verify Employment History

Two (2) years of employment history is requested.

If uploaded Resume:

- **Review each employer information for accuracy**

Red exclamation alerts will indicate action needed.

To make corrections:

- Click **Edit**

A popup will appear (Image 1):

- Enter/Update **information** accordingly
- Click **Update** button in the pop up

To add more employer information

- Click the **Add Employer** button

A popup will appear:

- Complete the **fields** within the popup



**Employer cannot be listed as:
“Unemployed” or “In School”**

When all Employment History alerts are clear a green checkmark will appear.

- Click **Next Step**

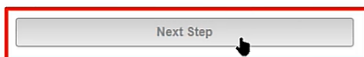


Image 1:

Complete Profile: Add References

Add 2 References

To add information:

- Click **Add Education** button

Once completed:

Click **Next Step**

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Complete Profile: Verify Education History

Review information if resume was uploaded or manually add education history.

To make updates/changes:

- Click **Edit**.

If needed:

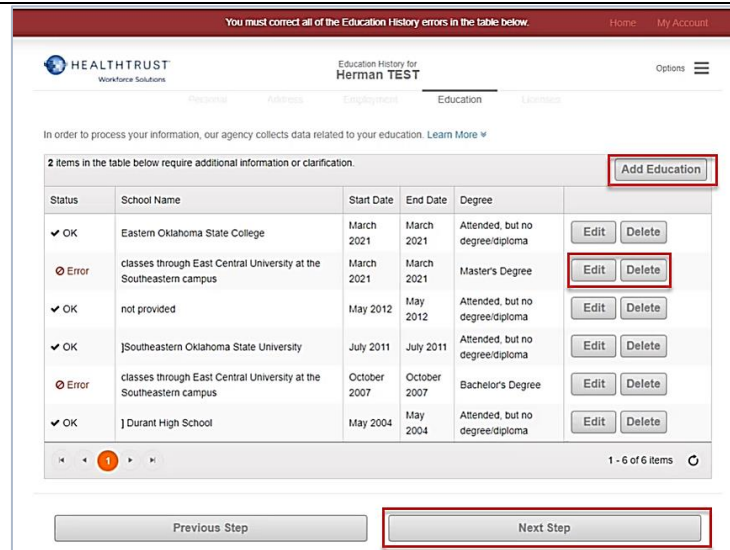
- Click **Delete**

To add information:

- Click **Add Education** button

Once completed:

- Click **Next Step**



Complete Profile: Add License Information

In this next section you will only provide the License information. No upload needed.

Note that if at this time you do not have an active license you can select the checkbox.

- Click **Add License**

In the Popup (Image 1)

- Enter your **License information**
- Click **Update**

Once completed

- Click **Next Step**

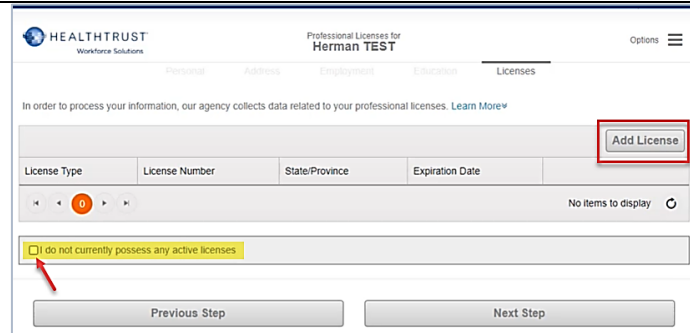
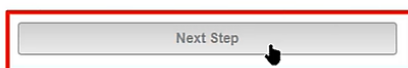
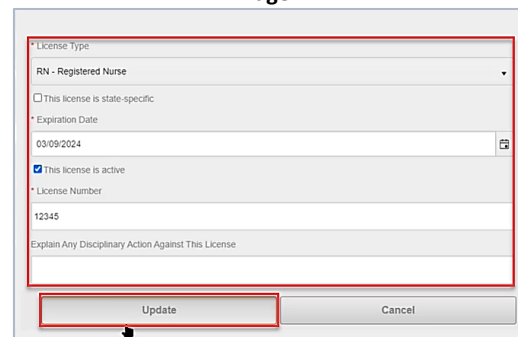


Image 1:



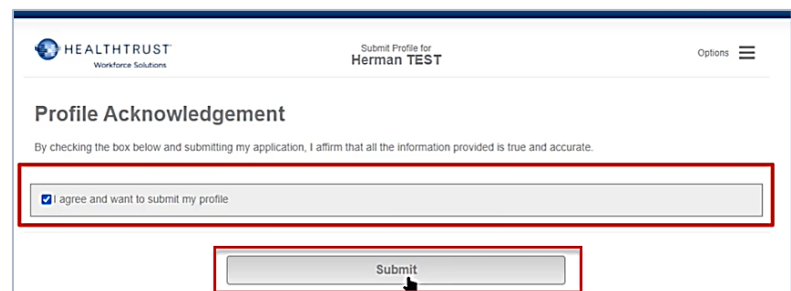
Complete Profile: Profile Acknowledgement

In this step you will attest that all the information you verified/entered is true and accurate.

- Read **message**

If you agree

- Click the **agreement checkbox**
- Click **Submit**



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Complete Profile:

Once complete with the profile you will return to your Dashboard/home page. You will now create your secure E-signature which will apply to your profile, profile and onboarding documents.

- Click **Review and Sign**



The **red number** under **Review and Sign** indicates the number of items which need your attention.

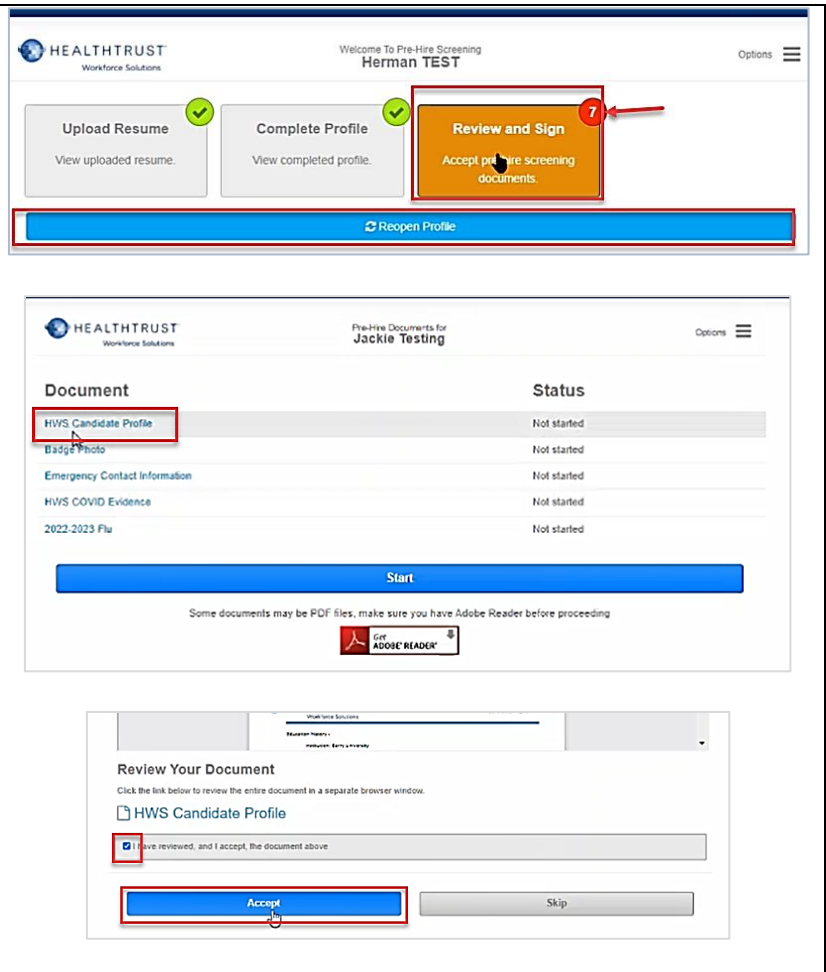
This will also appear later on as you continue with the onboarding process.

- Click **HWS Candidate Profile Link**

Option to download and review the Candidate Profile PDF.

When finished:

- Click **I Agree** to proceed



Completing Profile and Other Documents

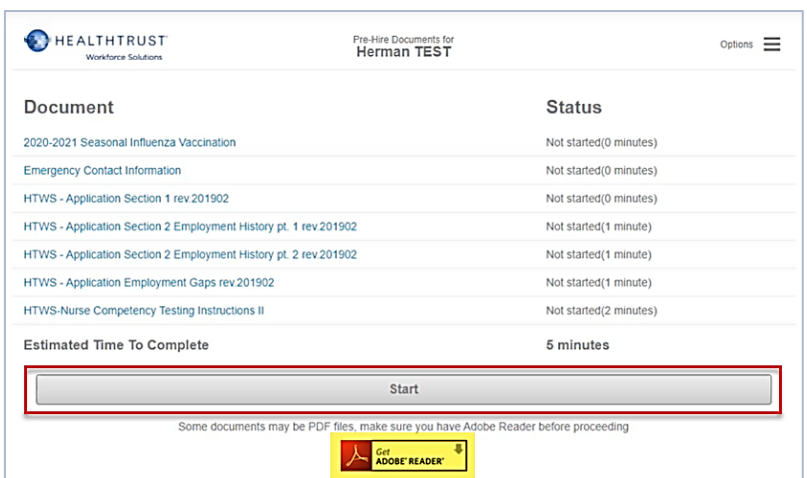
After creating your E-Signature you will be presented with your Document Checklist.

The system will create PDFs for specific documents.



Prior to starting ensure to download the Adobe Reader if you do not already have it on your computer/system.

- Click **Get Adobe Reader** (if needed)
- Click **Start** to begin



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Go through the Document Checklist

After creating your E-Signature you start to sequentially go through the documents on the checklist.

3 Steps:

Step 1. Go through the document presented

- Scroll through the document
- Answer **all questions** as necessary
- Click **Submit** to proceed

Step 2. Review the information (PDF)

- Review **Document**

Step 3. Electronically accept the document

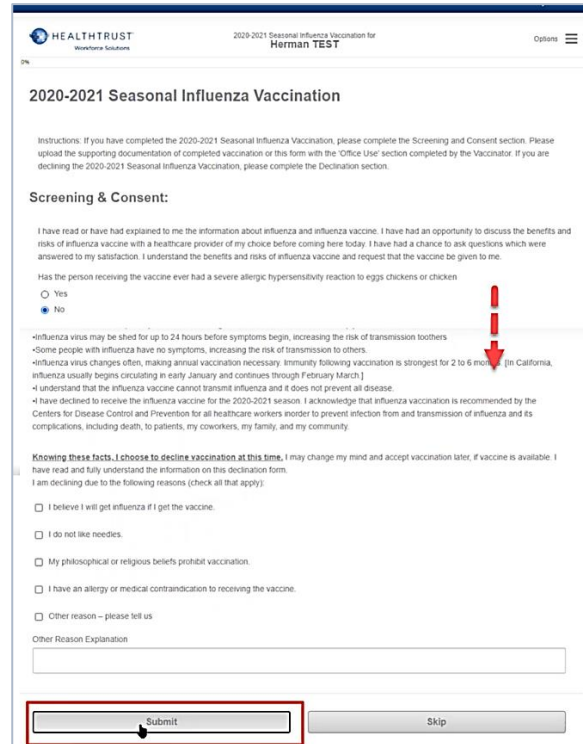
- If needed click **Edit** to go back
- Click the I have **Reviewed and Accept** checkbox
- Click **Accept**

Repeat these steps as needed with documents on the list.

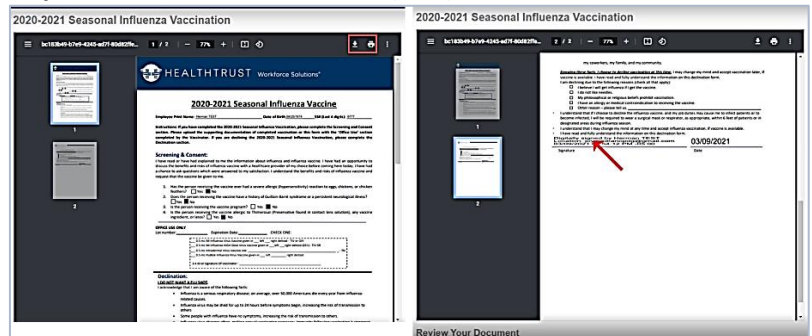


You have the option of skipping the document and come back to it a later time. Click **Skip** should you wish to move ahead and come back later.

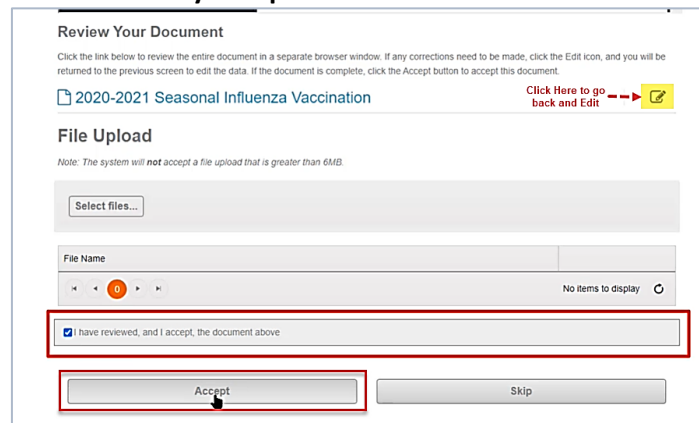
Step 1. Go through the document presented



Step 2. Review the information (PDF)



Step 3. Electronically Accept the document



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Complete Profile

Follow the same 3 steps in the previous section:

3 Steps:

Step 1. Go through the document presented

- Scroll through the **Profile section**
- Answer **all questions** as necessary
- Click **Submit** to proceed

Step 2. Review the information (PDF)

- Review **Document**

Step 3. Electronically accept the document

- If needed click **Edit** to go back
- Click the I have **Reviewed and Accept** checkbox
- Click **Accept**



Profile **must** be reopened if information updated by the profile (History, Address, Education, etc.) is wrong on the Profile.

Step 1. Go through the Profile

Step 2. Review the information (PDF)

Step 3. Electronically Accept the document

Nurse Competency Testing Instructions

The online placement testing instructions will appear. Online testing is completed in separate site.



This MUST be completed within 5 days, or you need to contact your recruiter to reschedule the test.

Read the ENTIRE instruction form

- **Scroll** and ensure to **read** the yellow highlighted section carefully! That section explains the rules regarding failing and wait time.

You can:

- Click the [link](#) within the form to complete role assessments and skills self-assessment.
- OR-
- Click the [save/download or print icon](#) To save a copy of the document to complete the test within the next 5 days

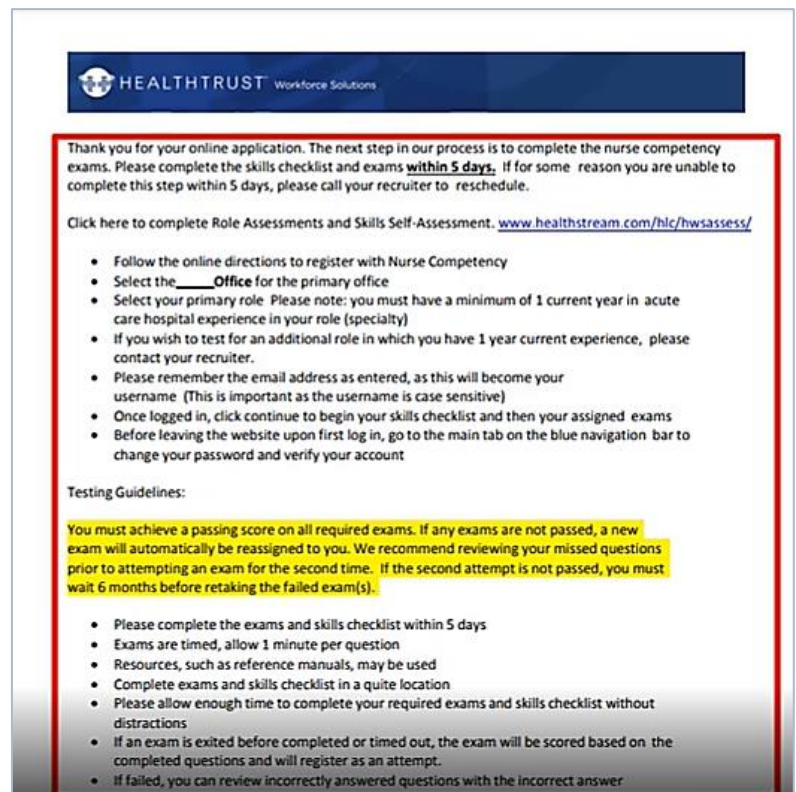
Regardless of your decision, after reading

- Click the I have **Reviewed and Accept** checkbox
- Click **Accept**

Completion of Pre-Hire and Profile

When completed you will be back at the main page/dashboard.

All three sections have a green checkmark. All the information will now be electronically sent back to your Recruiter.



Thank you for your online application. The next step in our process is to complete the nurse competency exams. Please complete the skills checklist and exams **within 5 days**. If for some reason you are unable to complete this step within 5 days, please call your recruiter to reschedule.

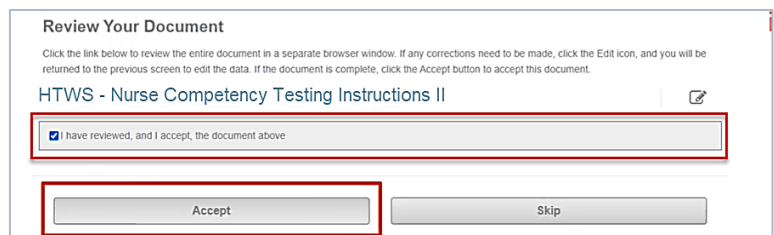
Click here to complete Role Assessments and Skills Self-Assessment. www.healthstream.com/hlc/hwsassess/

- Follow the online directions to register with Nurse Competency
- Select the Office for the primary office
- Select your primary role. Please note: you must have a minimum of 1 current year in acute care hospital experience in your role (specialty)
- If you wish to test for an additional role in which you have 1 year current experience, please contact your recruiter.
- Please remember the email address as entered, as this will become your username. (This is important as the username is case sensitive)
- Once logged in, click continue to begin your skills checklist and then your assigned exams
- Before leaving the website upon first log in, go to the main tab on the blue navigation bar to change your password and verify your account

Testing Guidelines:

You must achieve a passing score on all required exams. If any exams are not passed, a new exam will automatically be reassigned to you. We recommend reviewing your missed questions prior to attempting an exam for the second time. If the second attempt is not passed, you must wait 6 months before retaking the failed exam(s).

- Please complete the exams and skills checklist within 5 days
- Exams are timed, allow 1 minute per question
- Resources, such as reference manuals, may be used
- Complete exams and skills checklist in a quiet location
- Please allow enough time to complete your required exams and skills checklist without distractions
- If an exam is exited before completed or timed out, the exam will be scored based on the completed questions and will register as an attempt.
- If failed, you can review incorrectly answered questions with the incorrect answer



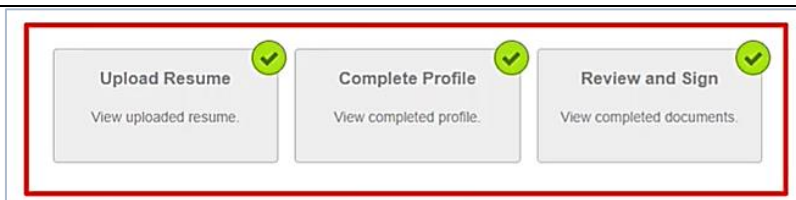
Review Your Document


Click the link below to review the entire document in a separate browser window. If any corrections need to be made, click the Edit icon, and you will be returned to the previous screen to edit the data. If the document is complete, click the Accept button to accept this document.


HTWS - Nurse Competency Testing Instructions II


☒ I have reviewed, and I accept, the document above

Accept Skip



Upload Resume 
View uploaded resume.

Complete Profile 
View completed profile.

Review and Sign 
View completed documents.



If corrections need to be made please contact your Recruiter in order for them to Re-open your file. Please note that this will have you restart this process.

This completes the INITIAL part of your process.

After this information is reviewed your Recruiter or Onboarding Specialist will communicate with the next steps. Please use the next section of this guide for this second part of your onboarding process.

SECTION II: ONBOARDING PROCESS (Completing more documents and uploading Credentials)

Getting Started

As you proceed with the onboarding process you will receive **email notification** to continue uploading or completing necessary information for your specialty.

Login as you did before:

Use **Google Chrome** browser.



<https://workforce.healthtrustws.com/Login.aspx>

From Dashboard under **Tools and Resources**:

- Click **Click here to upload your Onboarding and Credential documents** link
- Login to **eStaff365** (if not automatically logged in)



Herman TEST

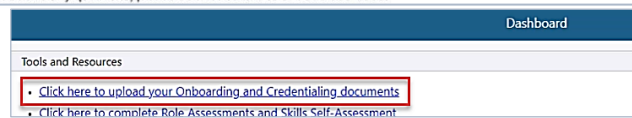
This is a notification that there is a small amount of **new** paperwork that we need you to complete for your assignment with HealthTrust.

To make this process as simple as possible, we created an online checklist for you. You can access the checklist by logging into our eStaff365 system.

- eStaff365 Onboarding **Checklist**
- Your user name is joymedranopdg@gmail.com

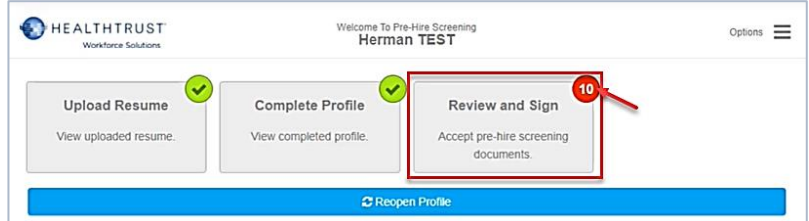
If you cannot remember your eStaff365 password, simply click on the Forgot Password link on the login page, and follow the instructions.

If you have any questions, please do not hesitate to call 800-960-6905.



The **red number** under **Review and Sign** indicates the number of items which need your attention.

- Click **Review and Sign**



This will bring you back to your document checklist.

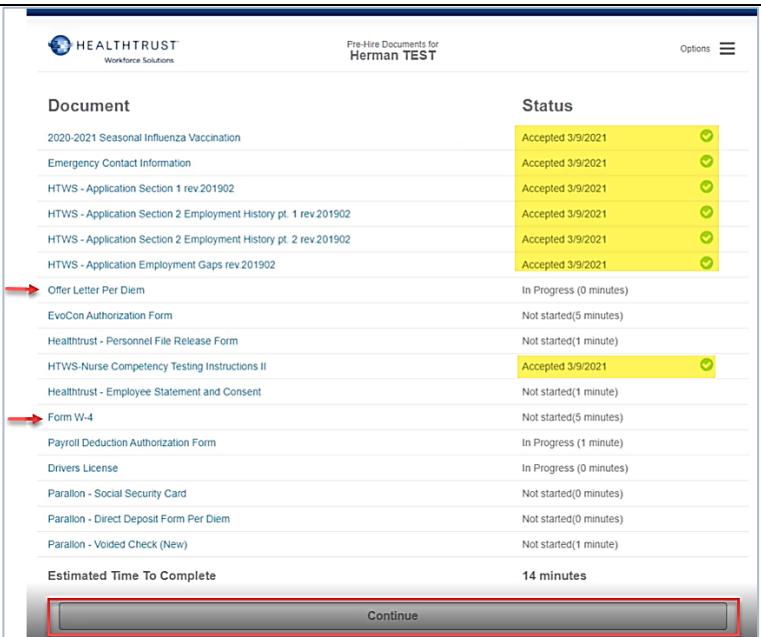


The documents that have been completed will be identified with a **green check with an accepted date**.

- Click the **Continue bar** at the bottom to proceed in sequential order

OR

- Click on the **document hyperlinks** individually.



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Completing, and Attesting Documents

As you proceed there will be documents or attestations as you did in the pre-hire process. Just as you did in the first process you will have to review, answer questions or fill in fields and then accept the document.

3 Steps:

Step 1. Go through the document presented

- Scroll through the document
- Answer **all questions** as necessary
- Click **Submit** to proceed

Step 2. Review the information (PDF)

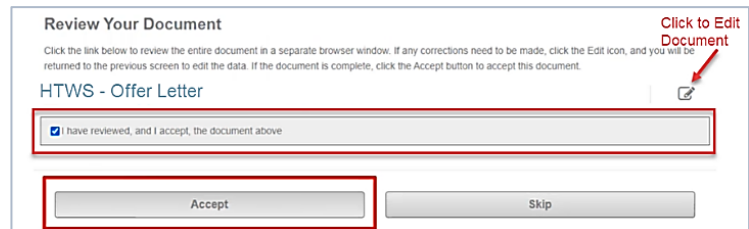
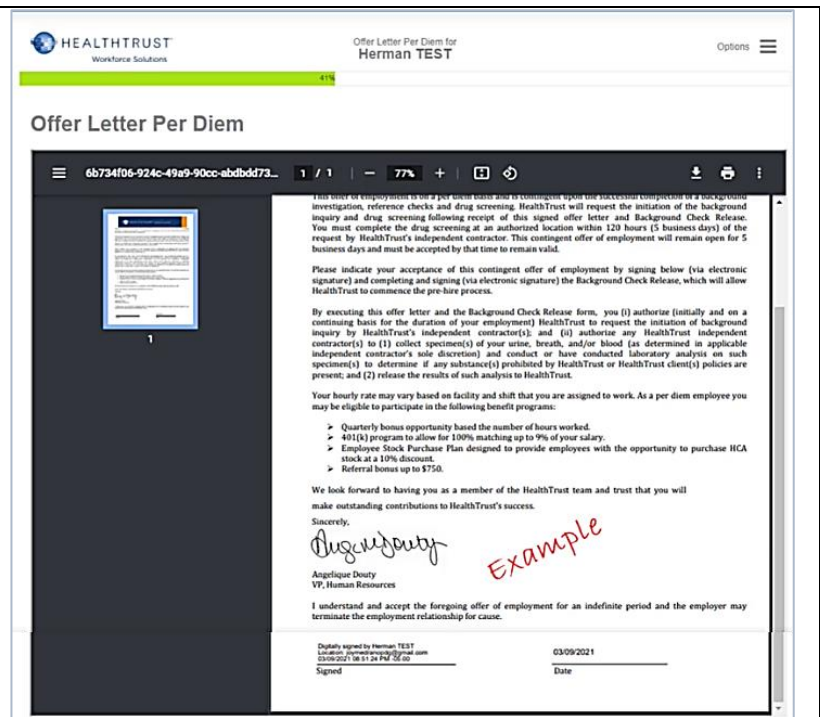
- Review **Document**

Step 3. Electronically accept the document

- If needed click **Edit** to go back
- Click the I have **Reviewed and Accept** checkbox
- Click **Accept**



You will repeat these same steps with all of the credentials that you have to upload.



Uploading Credentials

When there is a need for you to “upload” a credential, the steps are simple.



When the credential appears, **read all of the information/ instructions** and then upload the attachment.

There are 3 steps to uploading a file:

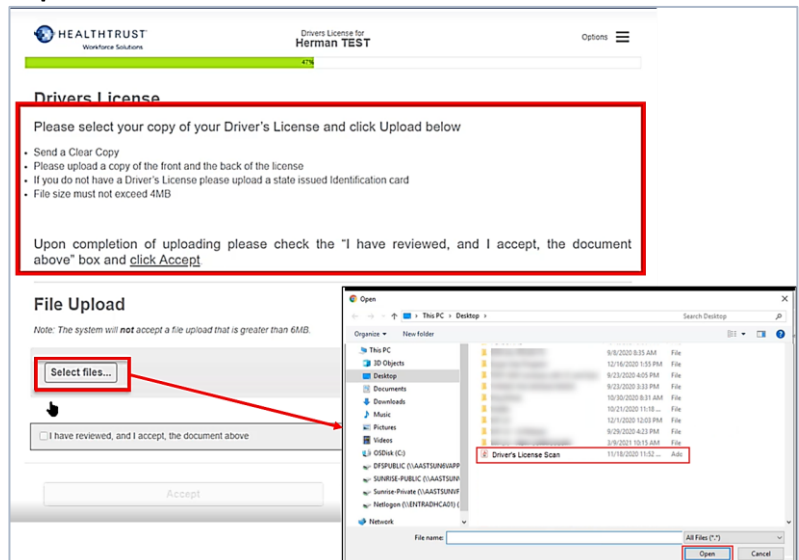
1. Upload the file
2. Attach the file
3. Review and Accept the file

Step 1.

To upload the attachment:

- Click **Select Files**
- Browse for the **Attachment**
- Click **Open**

Step 1.



Job Aid: Candidate Profile & Onboarding in eStaff365

Step 2.

Attach the file

- Click **Upload**

Step 3.

Review and Accept the file

- Click the **I have reviewed and I accept** **check box**
- Click **Accept** to proceed

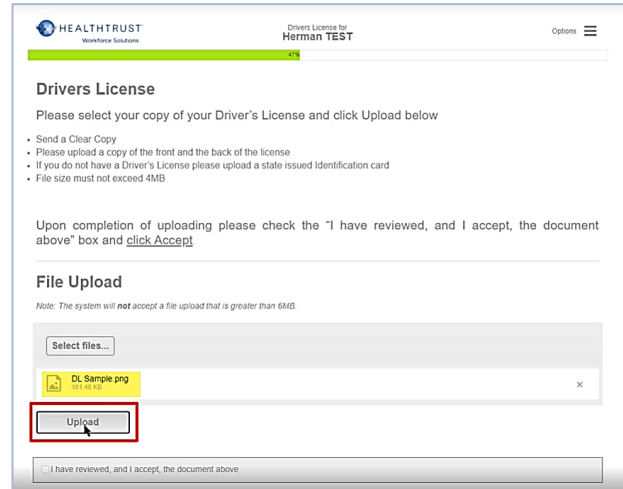


You will repeat these same steps with all of the credentials that you have to **upload**. Please ensure that you are uploading the corresponding document with the document checklist line.

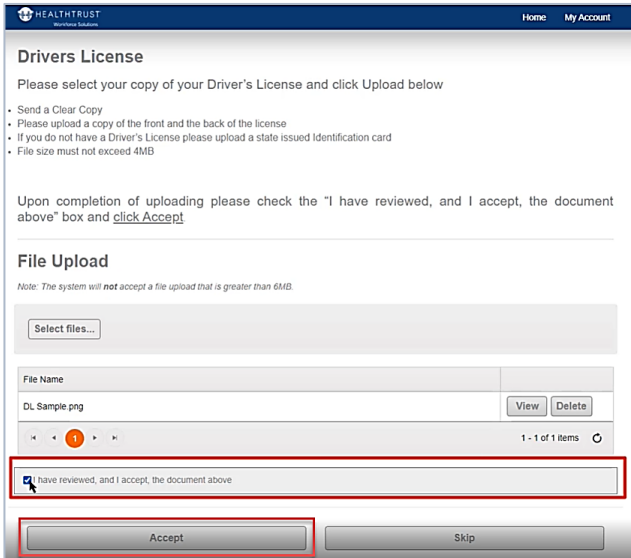


Multiple page documents: If you have a credential where both sides are required (example: BLS card) then you can attach the documents at the browsing stage OR Select file the times needed.

Step 2.



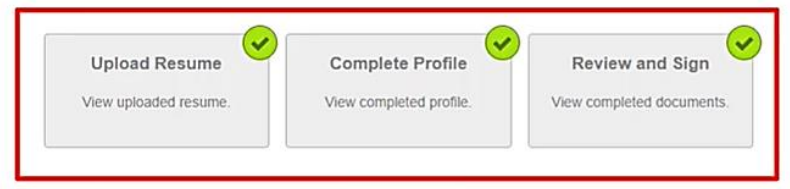
Step 3.



Completion of Onboarding

When completed you will be back at the main page/dashboard.

All three sections have a green checkmark. All the information will now be electronically sent back to your Recruiter.



If corrections need to be made please contact your Recruiter in order for them to Re-open your file. Please note that this will have you restart this process.

This completes the SECOND part of your process.

After this information is reviewed your Recruiter or Onboarding Specialist will communicate with the next steps. The next section reflects an example of how to view and correct a rejected item.

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SECTION III: Rejected Items

Getting Started

Should you receive any documents that are “rejected” once again you will receive the information via email or phone call from your Recruiter or Onboarding Specialist.

Login as you did before:

Use **Google Chrome** browser.

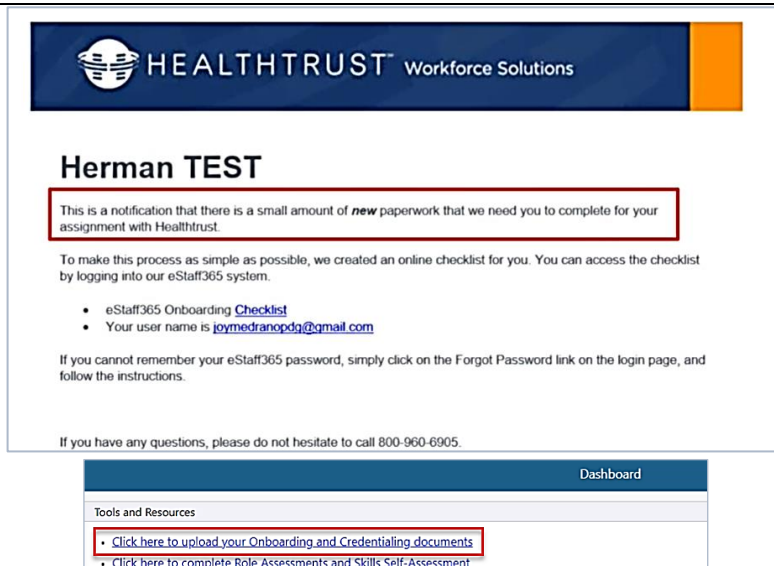


<https://workforce.healthtrustws.com/Login.aspx>

From Dashboard under **Tools and**

Resources:

- Click [Click here to upload your Onboarding and Credential documents](#) link
- Login to **eStaff365** (if not automatically logged in)



HEALTHTRUST Workforce Solutions

Herman TEST

This is a notification that there is a small amount of **new** paperwork that we need you to complete for your assignment with Healthtrust.

To make this process as simple as possible, we created an online checklist for you. You can access the checklist by logging into our eStaff365 system.

- eStaff365 Onboarding [Checklist](#)
- Your user name is joymedranopdg@gmail.com

If you cannot remember your eStaff365 password, simply click on the Forgot Password link on the login page, and follow the instructions.

If you have any questions, please do not hesitate to call 800-960-6905.

Dashboard

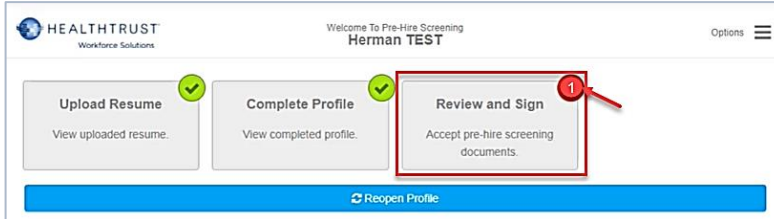
Tools and Resources

- [Click here to upload your Onboarding and Credentialing documents](#)
- [Click here to complete Role Assessments and Skills Self-Assessment](#)



The **red number** under **Review and Sign** indicates the number of items which need your attention.


Click [Review and Sign](#)





HEALTHTRUST Workforce Solutions

Welcome To Pre-Hire Screening
Herman TEST

Options

Upload Resume  View uploaded resume.

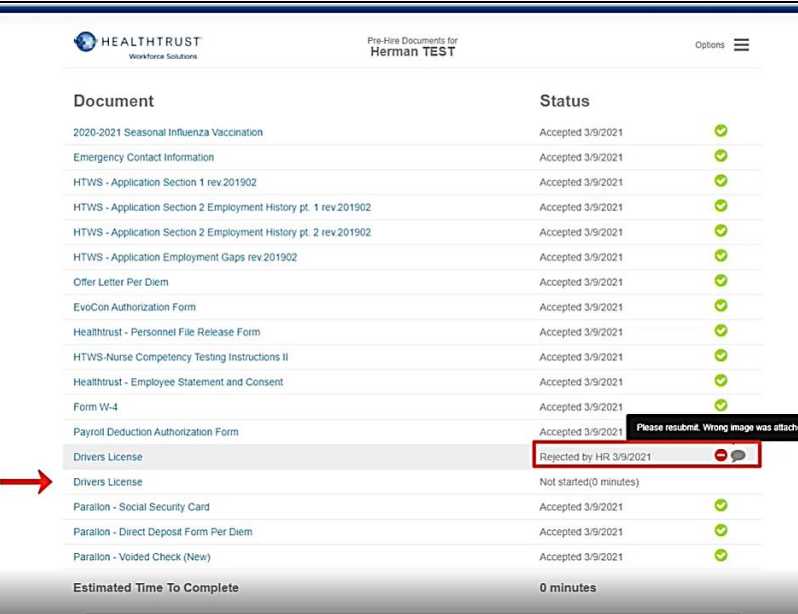
Complete Profile  View completed profile.


















Review and Sign  Accept pre-hire screening documents.

[Reopen Profile](#)

On the checklist you will see a rejected line item along with a secondary new and open line item.

- **Review** the **reason** for the rejection
- Click on the **new line link** to add the correct information/attachment.



Document	Status
2020-2021 Seasonal Influenza Vaccination	Accepted 3/9/2021 
Emergency Contact Information	Accepted 3/9/2021 
HTWS - Application Section 1 rev 201902	Accepted 3/9/2021 
HTWS - Application Section 2 Employment History pt. 1 rev 201902	Accepted 3/9/2021 
HTWS - Application Section 2 Employment History pt. 2 rev 201902	Accepted 3/9/2021 
HTWS - Application Employment Gaps rev 201902	Accepted 3/9/2021 
Offer Letter Per Diem	Accepted 3/9/2021 
EvoCon Authorization Form	Accepted 3/9/2021 
Healthtrust - Personnel File Release Form	Accepted 3/9/2021 
HTWS-Nurse Competency Testing Instructions II	Accepted 3/9/2021 
Healthtrust - Employee Statement and Consent	Accepted 3/9/2021 
Form W-4	Accepted 3/9/2021 
Payroll Deduction Authorization Form	Accepted 3/9/2021 
Drivers License	Rejected by HR 3/9/2021  Please resubmit. Wrong image was attached.
Drivers License	Not started(0 minutes)
Parallon - Social Security Card	Accepted 3/9/2021 
Parallon - Direct Deposit Form Per Diem	Accepted 3/9/2021 
Parallon - Voided Check (New)	Accepted 3/9/2021 
Estimated Time To Complete	0 minutes

SECTION IV: Expiring Credentials

Getting Started

When credentials are “expired” you will be required to update your credential in the system.

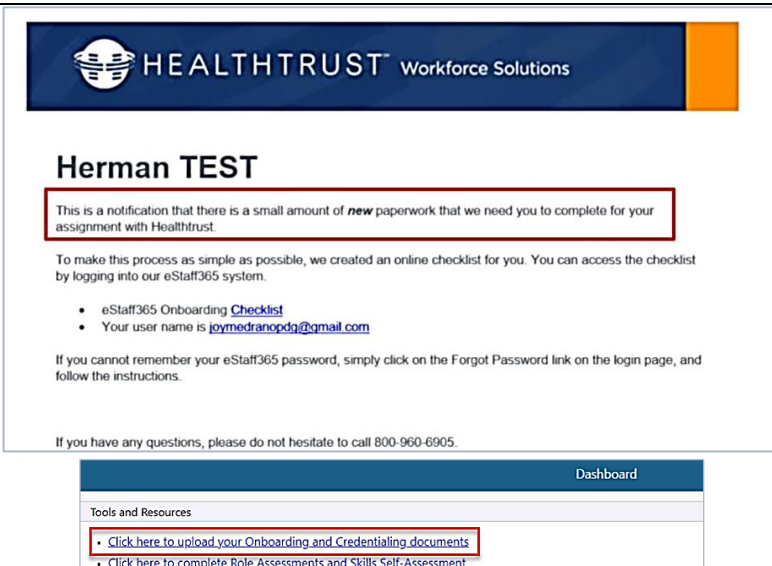
Login as you did before:
Use **Google Chrome** browser.



<https://workforce.healthtrustws.com/Login.aspx>

From Dashboard under **Tools and Resources**:

- Click [Click here to upload your Onboarding and Credential documents](#) link
- Login to **eStaff365** (if not automatically logged in)



HEALTHTRUST Workforce Solutions

Herman TEST

This is a notification that there is a small amount of **new** paperwork that we need you to complete for your assignment with HealthTrust.

To make this process as simple as possible, we created an online checklist for you. You can access the checklist by logging into our eStaff365 system.

- eStaff365 Onboarding [Checklist](#)
- Your user name is joymedranopdg@gmail.com

If you cannot remember your eStaff365 password, simply click on the Forgot Password link on the login page, and follow the instructions.

If you have any questions, please do not hesitate to call 800-960-6905.

Dashboard

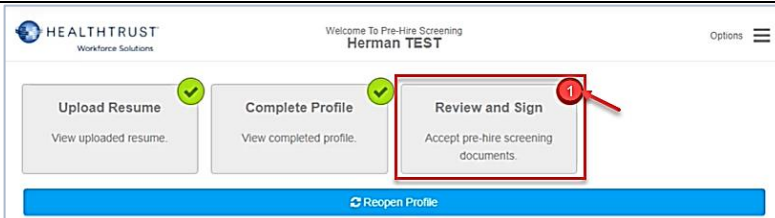
Tools and Resources

- [Click here to upload your Onboarding and Credentialing documents](#)
- [Click here to complete Role Assessments and Skills Self-Assessment](#)



The **red number** under **Review and Sign** indicates the number of items which need your attention.


Click **Review and Sign**




HEALTHTRUST Workforce Solutions

Welcome To Pre-Hire Screening
Herman TEST

Options

Upload Resume  View uploaded resume.

Complete Profile  View completed profile.

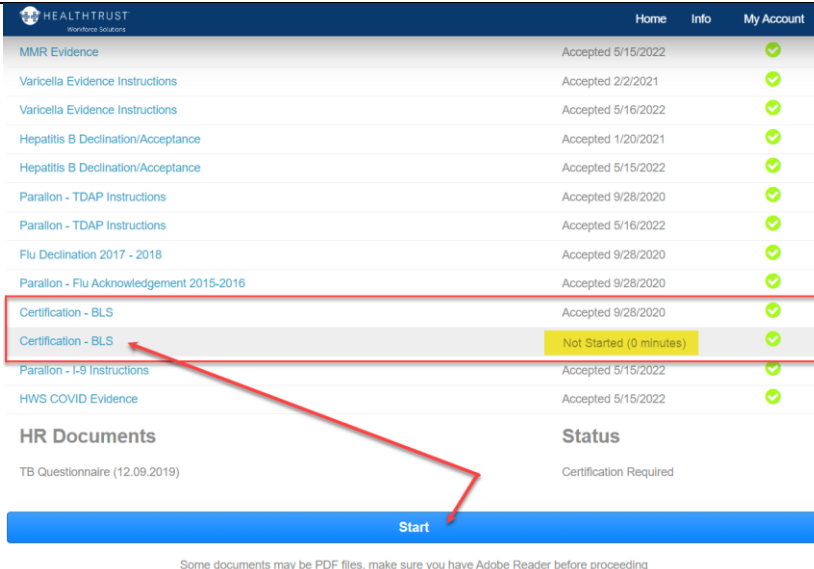
Review and Sign 1 Accept pre-hire screening documents.

[Reopen Profile](#)

On the checklist, you will see a second line for the expiring credential.














- Click on the **new line link** to add the correct information/attachment.

Once credential is updated it will be automatically be sent to HealthTrust.



HEALTHTRUST Workforce Solutions

Home Info My Account

MMR Evidence	Accepted 5/15/2022	
Varicella Evidence Instructions	Accepted 2/2/2021	
Varicella Evidence Instructions	Accepted 5/16/2022	
Hepatitis B Declination/Acceptance	Accepted 1/20/2021	
Hepatitis B Declination/Acceptance	Accepted 5/15/2022	
Paraloin - TDAP Instructions	Accepted 9/28/2020	
Paraloin - TDAP Instructions	Accepted 5/16/2022	
Flu Declination 2017 - 2018	Accepted 9/28/2020	
Paraloin - Flu Acknowledgement 2015-2016	Accepted 9/28/2020	
Certification - BLS	Accepted 9/28/2020	
Certification - BLS	Not Started (0 minutes)	
Paraloin - I-9 Instructions	Accepted 5/15/2022	
HWS COVID Evidence	Accepted 5/15/2022	

HR Documents

TB Questionnaire (12.09.2019)

Status

Certification Required

[Start](#)

Some documents may be PDF files, make sure you have Adobe Reader before proceeding

Please reach out to your Recruiter or Staffing Office for any questions that you may have throughout this process.