

Condition of Employment

All job applicants who are conditionally offered employment will be required to pass a pre-employment criminal background study, drug screen and a health assessment. If you are offered a position within the Mankato Clinic the following will occur:

1. At time of verbal offer, Human Resources will notify you how to complete the **background check**. Please complete this within 24 hours. Results typically take up to 24-48 hours (in some instances this can take longer).
2. Also, upon acceptance of an offer, the candidate will be scheduled for a **drug test and health assessment appointment within our Occupational Medicine Department that must be completed within 72 hours** of a conditional job offer, or as requested by the Mankato Clinic Employee Health Nurse.
3. You will need to report to the Occupational Medicine Department at 1809 Adams Street, Mankato. If you would need to re-schedule within the 72 hours, please contact the Employee Health Nurse at 507-385-3971.
4. You will need to bring a valid drivers license and/or current picture identification. Bring all immunization records. You may be asked to perform some physical tasks, so please come dressed in comfortable clothing and shoes.
5. When you check-in with the Occupational Medicine Department, you will first need to review the Mankato Clinic Drug and Alcohol Testing Policy. After reviewing the policy, you will need to sign the Applicant Acknowledgment Form and the Applicant Consent and Release Form.
6. You will be asked to provide a urine specimen. Do not bring a urine specimen with you. You will be required to give your urine specimen in the privacy of a bathroom located within the Occupational Medicine Department.
7. If you do not complete a drug screen and health assessment within 72 hours or as requested by the Employee Health Nurse, the job offer will be withdrawn.
8. The Mankato Clinic Human Resources Administrator will notify you of your drug screen, health assessment, and background check results. Contingent upon passing the drug screen, health assessment, and background check, a start date and orientation date will be established.
9. If you have further questions about the drug screen procedure or health assessment, please contact the Employee Health Nurse at 507-385-3971.