



COUNTY OF SAN BERNARDINO  
STANDARD PRACTICE

NO 3-1.18

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DEPARTMENT BEHAVIORAL HEALTH

SUBJECT MONITORING PROCESS FOR PRE-  
EMPLOYMENT PHYSICALS

APPROVED

*James McReynolds*  
James McReynolds, Director

### PURPOSE

To establish a monitoring process for pre-employment physicals.

### POLICY

All County employees and Public Service Employees are required to pass a pre-employment physical prior to beginning employment.

### PROCEDURE

1. List all of the applicants who were interviewed on the Interview Selection form. (Attachment)
2. Complete the interview date for each applicant.
3. Complete the date the physical was requested and the date of the physical for the applicant selected.
4. When Payroll notifies the program of the results of the physical, complete the "Date Physical Results Received" and "Results".
5. Make any notations in the comments section that you feel appropriate, e.g. how long the process took to actually hire the applicant; lost applicant due to long delay in process; if first choice fails physical, indicate next selection; etc.
6. Once the applicant passes their physical, enter the start date of employment and send it to the Secretary to the Director as soon as notified, but no later than the next work day. The Secretary to the Director will enter the information on the log.
7. Arrowhead Wellness Clinic (Occupational Health) will notify the candidate of the physical results. Department staff are not to contact the applicant regarding the results.

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