

DEPARTMENT H.R. FILE

Adams, Katie

From: [REDACTED]
Sent: 2012 10:31 AM
To:
Subject: resume

David Kwiatkowski

Professional Profile

To obtain a position in Radiology that will allow me to utilize my education and skills to promote individual opportunity and professional growth while making positive contributions to the radiology team. With the use of my 4 plus years of experience in the field along with an array of other skills.

- ER radiology
- OR radiology
- Trauma Radiology
- Cat Scan
- Angio/ Cath Lab experience
- PACS Networking
- ARRT
- Management skills
- Strong educational background
- Customer-oriented
- Self motivator
- Excellent communicator
- Team-oriented
- Computer oriented

Professional Experience

William Beaumont, Royal Oak, MI
2001-2003
X-Ray Tech

Achievements:

- Student tech to Full time tech
- Attendance

Responsibilities:

- ER Tech on midnights
- OR coverage

St. Joseph Mercy Hospital, Ann Arbor, MI
2003-2004
ER Tech

Achievements:

- Worked independent on midnights
- Attendance

Responsibilities:

- Trauma Radiology
- Maintain flow of patients through ER
- On Call
- Flexibility of schedule

Detroit Medical Center, Detroit, MI
2004-present
Cat Scan Tech/ Cardiac Cath Lab

Achievements:

- Promoted from ER radiology to Cat Scan within 4 months
- Attendance
- Promoted to Cardiac Cath Lab
- Assisting with Cardiac cases (scrubbing in)

Responsibilities:

- Keeping ER patients flowing through Cat Scan
- On Call
- Help cover General Radiology if needed
- Charting patients labs
- Sterile field preparation
- Assisting Cardiologist with interventions and diagnostic cases

* note: contingent work at ST. John's Medical center in general radiology 2005.

Education

Madonna University, Livonia, MI
Bachelors in Allied Health Administration
2005

Madonna University, Livonia MI
AHA Masters Program
Present

William Beaumont School of Radiology
Certificate for Radiology
2002

References

References are available upon request.

ICRAT Conviction Record

Michigan.gov Home ICRAT Home | FAQs | Contact State
Police My Account | My Addresses | Logoff

Criminal Record Response

Data Searched on:

Last Name First Name Middle Name DOB Race Sex
kwiatkowski david

Based on the information provided, the following is a certified result of the search as of 08/10/2006 11:35:03 AM

Important:

THE RECORD RESULTS PROVIDED HERE MAY OR MAY NOT BE THOSE FOR THE INDIVIDUAL REQUESTED. BECAUSE OF IDENTITY THEFT, THE USE OF ALIASES BY THOSE IN THE CRIMINAL JUSTICE SYSTEM, AND THE POSSIBILITY THAT MULTIPLE INDIVIDUALS WILL HAVE THE SAME NAME, SOME INDIVIDUALS WILL APPEAR TO HAVE A CRIMINAL RECORD WHEN THEY DO NOT. OTHER INDIVIDUALS WILL APPEAR NOT TO HAVE A RECORD WHEN THEY DO.

Information Contained in this Record

The record results provided here are based on match of the person's name, gender, and year of birth. Using additional identifiers, such as a social security number, birth month, or birth day, will increase the accuracy of the match. However, a search will not exclude a record when these other identifiers do not match those in the request. Thus, the existence of a record indicates that a person of that gender who used the name and gave that year of birth has a record. The existence of record does not necessarily mean there has been a match on the date of birth, month of birth, social security number, or any other additional identifier.

The information on this record was provided on arrest of the fingerprinted subject. It is common practice for a person to use false identification or give a false name when arrested. The attached information must be reviewed with caution and with the person for whom the search was initiated. Identity theft is a continuing national problem and care must be taken to ensure that a person is not negatively affected due to the actions of someone who may have improperly used that person's identity.

TAKING ADVERSE ACTION WITHOUT PROVIDING A COPY OF THIS RECORD TO THE INDIVIDUAL WHOSE NAME WAS SEARCHED MAY SUBJECT YOU TO LIABILITY. PROVIDE A COPY OF THIS RECORD TO THE INDIVIDUAL WHOSE NAME YOU SEARCHED BEFORE YOU TAKE ANY ADVERSE ACTION BASED ON THIS RECORD.

MICHIGAN CRIMINAL HISTORY RECORD INFORMATION MEETING DISSEMINATION CRITERIA FOR SID: AS OF 08/10/2006

NAME: KWIATKOWSKI, DAVID MATTHEW SID:
RAC: SEX: DOB:
HGT: WGT: HAI:
EYE: POB:
DLN: MNU:
PRN:
CIC:

AFIS PRINTS AVAILABLE: YES
 PALM PRINTS AVAILABLE: NO
 PHOTO AVAILABLE: YES

SCAR/MARK/TATTOO:

ADDITIONAL IDENTIFIERS AND COMMENTS:

```

=====
                                           INCIDENT DATE: 04/15/2005
TCN/OCA: X205000775H/8213-05
NAME USED: KWIATKOWSKI, DAVID MATTHEW
=====
ARRFST SEGMENT      : CHARGE SEGMENT      : JUDICIAL SEGMENT
=====
DATE: 04/15/2005   : NO DATA RECEIVED   : NO DATA RECEIVED
MI8290800          :                      :
CANTON TWP POLICE  :                      :
  DEPARTMENT       :                      :
OCA: 8213-05       :                      :
1 CNT OF 5400      :                      :
  MISDEMEANOR      :                      :
  TRAFFIC OFFENSE  :                      :
DISP: WARRANT REQUESTED :                      :
=====
    
```

DISSEMINATION OF CRIMINAL HISTORY INFORMATION IS SUBJECT TO MICHIGAN & FEDERAL RULES & REGULATIONS. REFER TO LEIN ADMINISTRATIVE RULES & TITLE 28, USC. USE OF THIS RECORD IS LIMITED TO THE PURPOSE OF INQUIRY. PURPOSE CODE USED NOT FORWARDED TO NCIC III
 END MSG.

Procedures for Correcting a Record

The steps for correcting a mistaken or inaccurate record are as follows:

1. Records That Do not Belong to the Individual Whose Name has Been Searched

If the individual believes that the record does not belong to him or her, the individual should go to the nearest law enforcement agency and request to be printed on a state applicant fingerprint card for employment/volunteer/licensing purposes. There is no charge for such fingerprinting if it is done at a Michigan State Police post. This card should be mailed to the Criminal Justice Information Center with a copy of this record and a letter requesting the Criminal Justice Information Center to verify that the enclosed criminal record does not belong to him/her. There is no fee. The address is:

Michigan State Police
Criminal Justice Information Center
7150 Harris Drive
Lansing, MI 48913
517-322-5531

2. Inaccurate Records

Sometimes records inadvertently contain errors. For example, the nature or date of the conviction might be wrong, or the record might contain a conviction that should have been removed from the record.

In such cases the individual should obtain certified copies of the court judgment or other documents which show that the information contained on the criminal record is incorrect. If the proof provided is satisfactory, the Michigan State Police will modify the record accordingly.

[View Responses](#) [New Record Search](#)

[Michigan.gov Home](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)
Copyright: 2001-2005 State of Michigan - State Police

From: Kathleen McCollum
To: Eder, Donna
Date: 8/11/2006 4:26 PM
Subject: David Kwiatkowski Req# 1156

CC: Lauerman, Lynda

David Kwiatkowski, a new hire for 8/21/06 recently completed background check information. While the HireRight county level criminal check did not return results, the State of Michigan returned a result that currently looks unresolved. I've attached a copy of the ICHAT report to the candidate documents area for your review. It appears to be some sort of misdemeanor traffic violation, with a warrant that has been requested. This may be something that is resolved but still showing up on his record, but it is probably worth asking him about, so there are any surprises down the road.

I will be out of the office next week, and was unable to contact him today. Can you follow up with the candidate and let Lynda know how you want to proceed next week?

Thanks
Katie

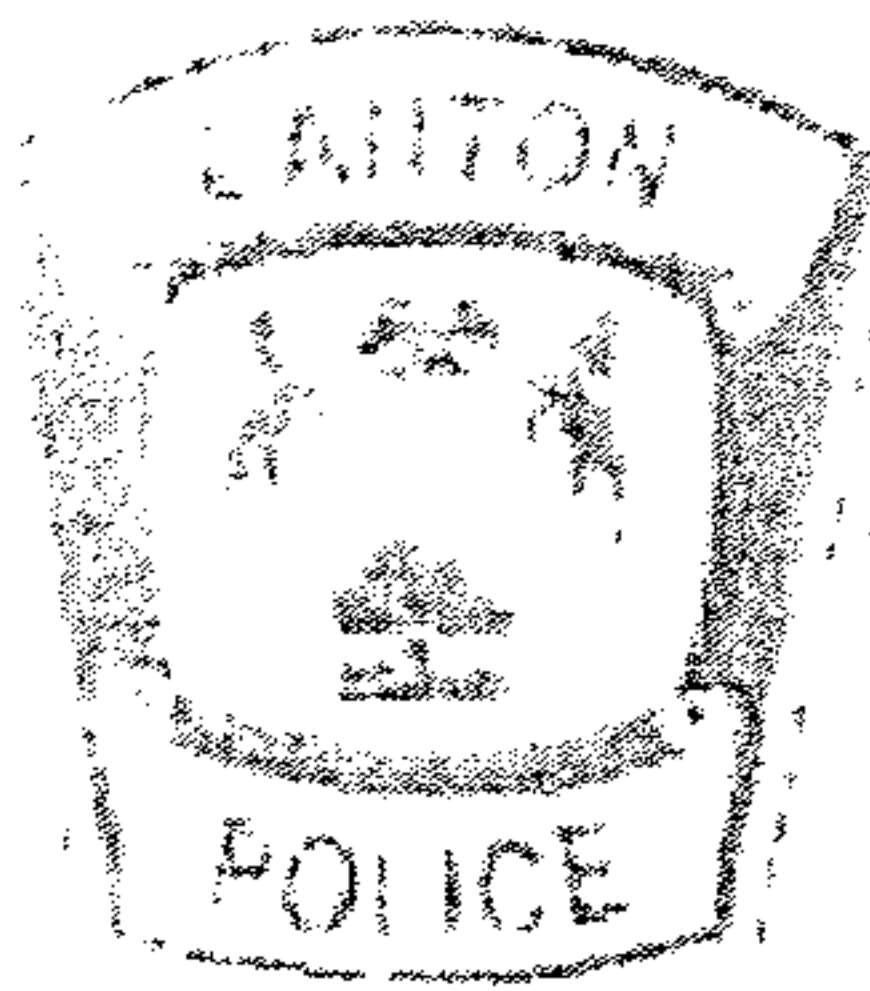
From: Donna Eder
To: Kunzelman, Penny
Date: 8/14/2006 1:45 PM
Subject: Fwd: David Kwiatkowski Req# 1156
Attachments: David Kwiatkowski Req# 1156

Can you look up the hiring supervisor and also this document she references. It will be faster for me if you look it up.
Thanks. Donna

David Matthew
Kwiatkowski

William J. ...

CV ...



DEPARTMENT OF PUBLIC SAFETY

THOMAS SIMONAITIS, Director



September 22, 2005

TOWNSHIP EMPLOYEES

LEWIS, DAVID MATTHEW PURCHASE EMPLOYMENT

The above named person presented himself at the Canton Township Police Department... Any arrest record that may appear was obtained through limited... available to the Canton Township Records Director and may not include all incidents... The following details:

- INCLUDES ARRESTS BY CANTON TOWNSHIP POLICE ONLY.
- ARREST INFORMATION IS VALID THROUGH 08/10/06.
- DOES NOT INCLUDE ANY OTHER TOWNSHIP CITY COUNTY.
- DOES NOT INCLUDE ANY JUVENILE ARREST INFORMATION.

The following case(s) has/have been handled by Canton Township Police, for the following:

OFFENSE: OWI CASE #8203-05

For more information regarding the disposition of the above case(s) if needed, please contact the... with #734-459-4740

THE POLICE DEPARTMENT WAS ACKNOWLEDGED BEFORE MILLEN WAYNE... 2/2/06

Bill... 734-459-4740

THOMAS SIMONAITIS, Director

Janet

734 459-4740

ex 300

W... 35...

26

SS

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Present

William Beaumont School of Radiology
Certificate for Radiology
2002

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HireRight

David Matthew Kwiatkowski
Complete Report

Social Security Number:
DOB:

Prepared By:
HireRight, Inc.
5151 California
Irvine, CA 92617
Phone: 866-521-6995, 949-428-5804
Fax: 877-797-3442, 949-224-6020
customerservice@hireright.com

Request #: DP-0807-7996
Turnaround time: 25.4 hours
Package: Health System Standard

Date Request Submitted: 08/09/2006 01:52:44 PM
Request Completion Date: 08/10/2006 03:23:26 PM

Requested By:
Kathleen McCollum
University of Michigan Health System
3003 South State Street
Ann Arbor, MI 48109
Phone: (734) 763-5563
E-mail: kakasper@umich.edu

Product	Verification	Result
Criminal Felony & Misdemeanor	Westland, Wayne, MI USA Canton, Wayne, MI, USA	Complete - No Court Record Found
Sex Offender Registry	Sex Offender Registry	Complete - Not in Registry
SSN Trace		Complete - Data Found

Court Records

1. Criminal Felony & Misdemeanor (Past 7 Years History)

David Matthew Kwiatkowski

Address(es):

Location :

Searched:

Time 08/10/2006 03:23 PM

Completed:

Verified by: QA-434

Complete - No Court Record Found

Sex Offender Registry

Result:

Complete - Not in Registry ¹

¹ "Complete" indicates that this request has been processed to conclusion. Please review the report details in their entirety to evaluate any potential discrepancies or records related to this request.

All times listed in Pacific - USA timezone

LEGAL NOTES:

The information provided herein is a consumer report as defined in the federal Fair Credit Reporting Act [15 USC 1681 et.seq.] It contains confidential information on the individual named. It is submitted subject to the express conditions contained in your Subscriber Agreement with HireRight, and may be used solely for legally permissible employment purposes (i.e., as a factor in evaluating the named individual for employment, promotion, reassignment or retention as an employee.) Proper use of the content of this report and final verification of the named individual's identity is your sole responsibility.



The University of Michigan Layoff and Termination Request

1. Identifying Information

Last Name Kwiatkowski First David Middle _____
 UMID 23929672 U.S. Social Security # _____
 Dept(s) Radiology - Special Procedures Position Title(s) Interventional Radiologic Technologist

2. Request for Layoff Status from ALL REGULAR Appointments

* Attach letter to staff member and other approvals as appropriate.

Effective Date _____ Last Day Worked _____ Ending Date _____
Month/Day/Year Month/Day/Year Month/Day/Year
 Lack of Funds Change in Workload Completion of Project Reorganization, Eliminating Position

3a. Request for Termination of ALL REGULAR OR SUPPLEMENTAL Appointments for Reason Checked Below

* Attach staff member's letter of resignation or retirement, if applicable.

Effective Date 12/9/06 Last Day Worked 12/8/06
Month/Day/Year Month/Day/Year

<input type="checkbox"/> Appointment Completed	<input type="checkbox"/> Did Not Return From Leave of Absence	<input type="checkbox"/> Post Retirement Appointment Completed
<input type="checkbox"/> Appointment Ended	<input type="checkbox"/> Discharged (explain in Remarks)	<input type="checkbox"/> Quit Without Notice
<input type="checkbox"/> Appointments Not Renewed	<input type="checkbox"/> Discharged During Probationary Period (explain in Remarks)	<input type="checkbox"/> Recall Rights Expired (From Layoff)
<input type="checkbox"/> Better Career Opportunity	<input type="checkbox"/> Dissatisfaction with Salary	<input type="checkbox"/> Retired
<input type="checkbox"/> Class Cancelled	<input type="checkbox"/> Family Responsibilities	<input type="checkbox"/> Retired Following Furlough
<input type="checkbox"/> Completion of Scholarship	<input type="checkbox"/> Future Plans Unknown (Resigned)	<input type="checkbox"/> Returning to School
<input type="checkbox"/> Deceased Date of Death _____	<input type="checkbox"/> Funds Exhausted	<input type="checkbox"/> Suitable Job Declined
<input type="checkbox"/> Declined Appointment	<input checked="" type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> Unable to Meet Work Commitment
<input type="checkbox"/> Desirous of Relocation Elsewhere	<input type="checkbox"/> Personal Reasons	<input type="checkbox"/> Work Schedule Unsatisfactory

3b. Recommendation for Rehire

Yes, in similar position Not recommended (explain in remarks) Yes, in different position (explain in Remarks)

4. Vacation/PTO Payment

Vacation to be paid where applicable, if Unit is Timekeeper _____ Hours _____ Days

5. Request for Address Change (W-2 Mailing Address)

Check here if this address is NOT to be published

Number and Street _____ Telephone (____) _____
 City _____ State _____ Zip Code _____ Country _____

6. Name, Location, and Phone Number of New Employer and New Title

7. Remarks

Resigned during suspension while under an ongoing investigation.

Approved by Donna Eley Dean/Director or Representative _____ Date _____
 Department Head _____
 Telephone 6 4339 Telephone _____ HR _____

DEPARTMENT OF RADIOLOGY

Personnel Replacement Request & Hiring Information

POSTING INFORMATION

Date _____ Division/Acct # _____ Manager _____ Mgr Emp ID _____
 Employee being Replaced _____ OR New position _____ Emp ID _____
 Current Budgeted Hours _____ Requested Hours _____ If more where are they coming from? _____
 Job/Title Description _____ Shift Day Evening Night
 Describe need for replacement: _____ Number of weeks to post: _____
 Asst Director Approval _____ CIM Y N

*Please indicate a previous job requisition number (_____) or a name of a person in similar position.

Activity Request

TERMINATION/TRANSFER (Letter is required if discharged during probationary period)

Employee Name David Kwiatkowski Employee ID 23929672 Account # 215942
 Last working day in Dept 12/18/06 Dept Transferring to _____ Leaving U of M Resigned

RECOMMENDED FOR REHIRE

Yes. In Similar Position
 Yes. In Different Position (letter required) Reason: during suspension
 Not Recommended (letter required) Reason: Resigned while under ongoing investigation

APPOINTMENT CHANGES (Begin on Sunday of new pay period for each effective date)

Employee Name _____ Employee ID _____ Account # _____
 Account # From _____ to _____ Effective Date _____
 Increase Hours From _____ to _____ Effective Date _____
 Decrease Hours From _____ to _____ Effective Date _____
 Re-class From _____ to _____ Effective Date _____

EVALUATION

90 day Award \$ _____ 180 day Award \$ _____ Effective Date _____
 Spot Bonus (performance/attendance etc.) \$ _____ Gross up _____ Effective Date _____
 Step Increase From _____ to _____ EXP Date _____ Effective Date _____
 Zone Movement 5% I II Effective Date _____
 Lead Supplements (Clerical/Tech) Annual \$ _____ Biweekly _____ Effective Date _____
 Clerical Float Annual \$ _____ Biweekly _____ Effective Date _____

Remarks: _____

Manager Approval [Signature] Asst Director Approval (if necessary) KAREN KALWAT

12/20/06

White & Yellow Copy - Payroll

Pink Copy - Manager

12/20/06

Revised 01/31/06

DEPARTMENT OF RADIOLOGY HR CHECKLIST

Date: 12/21/06

Employee Name Kwiatkowski, Anne

Empl ID 23529672

Effective date: _____

NEW HIRES/TRANSFERS

- Clerical salary worksheet
- CSF completed properly
- Complete term paperwork if Temp/remove from Temp list
- Make personnel folder
- Nurses - add to ONE-STAFF
- Add to Step Log
- Add to PTO Log
- Add to Department list
- Add/update MLearning
- Add to Static Group
- Assign Schedule
- Create blue folder/get blue folder from previous dept if applicable
- Computer User form if applicable - e-mail rad-acct-request
- Assign Locker if applicable

Effective date: 12/9/06

TERMINATIONS/TRANSFERS

- 12/21 Termination paperwork completed if leaving University
- NA Effort Certification as needed
- 12/21 Post replacement
- NA Exit interview - e-mail Carrie
- 12/21 End computer access - e-mail Rad-acct-request
- End ADD DIFF
- 12/21 Update Step log
- 12/21 Remove from department list
- 12/21 Update Mlearning
- 12/21 Remove from Static Group
- 12/21 Apply Zero Schedule
- 12/21 Pull personnel folder/ move to terms
- ? Empty locker if applicable
- ? Forward blue folder if transferring

DEPARTMENT OF RADIOLOGY

Personnel Replacement Request & Hiring Information

POSTING INFORMATION

Date _____ Division Acct # _____ Manager _____ Mgr Emp ID _____
 Employee being Replaced _____ OR New position _____ Emp ID _____
 Current Budgeted Hours _____ Requested Hours _____ If more where are they coming from? _____
 Job Title Description _____ Shift Day Evening Night
 Describe need for replacement _____ Number of weeks to post _____
 Asst Director Approval _____ CIM Y N

*Please indicate a previous job requisition number (_____) or a name of a person in similar position.

Activity Request

TERMINATION/TRANSFER (Letter is required if discharged during probationary period)

Employee Name _____ Employee ID _____ Account # _____
 Last working day in Dept _____ Dept Transferring to _____ Leaving U of M _____

RECOMMENDED FOR REHIRE

- Yes, In Similar Position
- Yes, In Different Position (letter required) Reason: _____
- Not Recommended (letter required) Reason: _____

APPOINTMENT CHANGES

(Begin on Sunday of new pay period for each effective date)

Employee Name _____	Employee ID _____	Account # _____
Account # _____	From _____ to _____	Effective Date _____
Increase Hours _____	From _____ to _____	Effective Date _____
Decrease Hours _____	From _____ to _____	Effective Date _____
Re-class _____	From _____ to _____	Effective Date _____

EVALUATION

90 day Award \$ _____	180 day Award \$ _____	Effective Date _____
Spot Bonus (performance/attendance etc.) \$ _____	Gross up _____	Effective Date _____
Step Increase From _____ to _____	EXP Date _____	Effective Date _____
Zone Movement 5% I II		Effective Date _____
Lead Supplements (Clerical/Tech) Annual \$ _____	Biweekly _____	Effective Date _____
Clerical Float Annual \$ _____	Biweekly _____	Effective Date _____

Remarks _____

Manager Approval _____ Asst Director Approval (if necessary) _____

**DEPARTMENT OF RADIOLOGY
HR CHECKLIST**

Date: 8/21/06

Employee Name David Kwiatkowski

Empl ID 2392 9672

Effective date: 8/21/06

NEW HIRES/TRANSFERS

- Clerical salary worksheet
- CSF completed properly
- Complete term paperwork if Temp/remove from Temp list
- Make personnel folder
- Check for MATRS download, add to timesheets
- Nurses - add to ONE-STAFF
- Add to Step Log
- Add to PTO Log
- Add to Department list
- Add/update MLearning
- Computer User form if applicable - e-mail rad-acct-request
- Assign Locker if applicable
- Create blue folder/get blue folder from previous dept if applicable

Static Group

Effective date: _____

TERMINATIONS/TRANSFERS

- Termination paperwork completed if leaving University
- Effort Certification as needed
- Post replacement
- Exit interview - e-mail Carrie
- End computer access - e-mail Rad-acct-request
- End ADD DIFF
- Update Step log
- Remove from MATRS timesheets
- Remove from department list
- Update Mlearning
- Pull personnel folder/ move to terms
- Empty locker if applicable
- Forward blue folder if transferring

From: um_employ <umich-rh-admin@aspdeploy.com>
To: <tgaray@umich.edu>
Date: 8/16/2006 3:00 PM
Subject: Reminder - New Hire Starting

2392 9672

The following new hire is scheduled to start on the date specified below.

Candidate Name : David Matthew Kwiatkowski
Requisition Number : 1156
Job Title : Interventional Radiology Techn
Reports To : Allan R Joslin
Department Name : UMH Radiology-Spec Proced
Start Date : Aug 21, 2006

If this information is incorrect, please contact your Employment Process Coordinator.

***** For system use only, DO NOT MODIFY *****
***** REQUEST_ID=5467780_NewHire REQUEST_TYPE=NewHire *****
***** For system use only, DO NOT MODIFY *****

From: Lynda Lauerman
To:
Date: 8/16/2006 3:09 PM
Subject: Welcome to the University of Michigan

CC: Eder, Donna; Garay-Marroquin, Tanya; Joslin, Allan
David Kwiatkowski

Dear Mr. Kwiatkowski:

Congratulations on your appointment to Interventional Radiology Technician on Requisition # 1156, position in the UMH Radiology-Spec Proced department. The start date of your appointment is August 21, 2006. Welcome!

The following is information about your appointment:

Market Title: Interventional Radiology Techn
Department: UMH Radiology-Spec Proced
Salary: \$55,190.49 paid Annual
Hours Per Week: 40

If applicable, please note that this offer is contingent on your securing valid immigration status and work authorization before your expected start date and maintaining your valid immigration status and work authorization throughout your employment.

Michigan Traditions and Values (MTV) is the Health System orientation which will begin for you on, **August 21, 2006** at the North Campus Administrative Complex (NCAC), 2901 Hubbard Road, just east of Huron Parkway. This program will take place in Training Rooms A & B and begins promptly at 8:00 am, so plan on arriving by 7:45am. This session will orient you to the mission, vision and values for the hospital and health centers. Morning refreshment, lunch and free parking (see attendant upon arrival) are provided.

On the following day orientation continues for regular (non-temporary) employees only in the same location, and all parking fees are waived until noon. This half day session orients you to the available benefit packages for employees and you will be able to purchase a parking permit from Transportation Services. Additionally, all new hire paperwork will be collected at this session. Part of the new hire paperwork process, requires two pieces of identification for completion of the Employment Eligibility (I-9) form. Samples of acceptable ID would be a valid Passport or in lieu of that an unexpired Drivers License with photo and either a Social Security Card or Birth Certificate may be substituted.

It is a requirement of employment that all full time, part time and temporary employees complete the Employee Health Screen (EHS) prior to attending the Michigan Tradition & Values orientation. No time will be allotted for your Employee Health Screen on scheduled orientation days. To schedule your health screening, contact the Hospital Registration Desk at 734-936-4990 (local) or 866-452-9896 (toll free) to register and obtain your blue patient registration card. The registration desk will then connect you to Employee Health Services (EHS) at 734-764-8021 to schedule your appointment. Upon arrival for your appointment, stop at the 2nd floor of the Med Inn Building to pick up your registration card. Then, proceed to the 3rd floor for your health screen.

From this point forward you will receive several e-mails asking you to complete parts of the employment process online. We want to ensure that you complete all the steps prior to arriving at orientation. These steps include creating a username and password, then logging on to the University of Michigan self service page where you are asked to verify your personal information. Please note, that online payroll and benefits forms will not be available until after your date of hire. If you have not completed this process, please do so prior to arriving at orientation. If you are in need of assistance in completing the process, please contact the HR Payroll Service Center at 734-615-2000.

To become more familiar with our facility and what we have to offer new employees, please review the following web pages prior to orientation:

Benefits: www.umich.edu/~benefits
Parking: www.parking.umich.edu
Uniquely Michigan: www.umich.edu/%7Ehraa/um/
Employee Wellness: www.med.umich.edu/mfit/employee/

We are pleased to have you become a part of The University of Michigan. If you have any questions, please contact me at (734) 647-2385.

Sincerely,
Katie McCollum
Lynda Lauerman
University of Michigan Health System Human Resources

From: Kathleen McCollum
To:
Date: 8/7/2006 1:26 PM
Subject: Contingent Offer Confirmation

CC: Joslin, Allan
David Kwiatkowski

Dear David Kwiatkowski:

On behalf of the University of Michigan, I am pleased to confirm your acceptance of Requisition #1156, Interventional Radiology Technologist position in the UMH Radiology-Spec Procedures department. The preliminary start date of your appointment is August 21, 2006.

The following is information about your appointment:

Working Title: Interventional Radiology Technologist
Market Title: Interventional Radiology Technologist
Department: UMH Radiology-Special Procedures
Preliminary Start Date: August 21, 2006
Salary: \$55,190.49 Annually
Hours Per Week: 40

This offer is contingent on the successful completion of a background screening. Our vendor, HireRight, Inc., will be contacting you directly via email for additional information needed to complete this process. It is critical that you complete this information as soon as possible to expedite your hire process.

Once your background check has been successfully completed, you will be advised via email of the next steps required to complete your hire process. Please note, that the balance of the employment process is automated and will be communicated via email, so be sure check your email daily for instructions.

When you attend the University of Michigan New Employee Orientation, you will be provided with information regarding your eligibility for employee benefits, the enrollment process, as well as other information pertinent to your employment. In the meantime, you may wish to review the Web resources identified below for further information.

Sincerely,

Katie McCollum
University of Michigan Human Resources

Web Resources :

Benefits
www.umich.edu/~benefits/events/candidate.htm

Regents By-Laws
www.umich.edu/~regents/bylaws/index.html

Requisitions [View Summary](#)

Summary for Requisition 1156, Interventional Radiology Techn (Status: Open) (Open for 0 days)

Change

At a Glance

Hub Requisition: No
City: Ann Arbor
State/Province:
Country:
Zip/Postal Code: 48109-0030
Area Code: 734
Position Count: 1
Positions Filled: 0
Reports to: Allan R Joslin
Salary Grade/Job Role: PFProfessional159
Date Initiated: Jun 15 2006
Release Date:
Target Fill Date: Jun 29 2006
Pending Offers: 0

*Hire
 David Kwiatkowski
 6/12/06*

Job Information

Job Title: Interventional Radiology Techn
 Market Title: Interventional Radiology Technologist
 FLSA: Non-exempt
 Hours/Week: 40
 Shift/Hours/Days: Days, Evenings and Nights

Description: Conduct and participate in specialized examinations in the Vascular-Interventional Division of Radiology. Assist physicians with the set-up, preparation and completion of complex neuro and visceral diagnostic/interventional procedures. Ability to use digital subtraction acquisition x-ray equipment. Demonstrate basic computer skills for data entry, exam billing/tracking, supply decrement and image post processing. Proficient in proper patient positioning to ensure a quality diagnostic image while minimizing radiation exposure to the patient and staff. Ability to identify and administer contrast media under the direction of a radiologist. Demonstrate a thorough knowledge of universal precautions and sterile technique. Provide instruction for patients, students and staff as requested. Participate in the division's quality assessment and improvement program as assigned. Understand and apply customer service skills. Maintain patient confidentiality. Maintain current ARRT registration and BCLS certification.

Note: Days, Evenings, Nights, Weekends, Holidays and On-Call
 Two or more years as a registered (ARRT) radiographer in a large hospital setting. Experience with sterile procedures. BCLS certification.

Requirements: Desired Qualifications:
 Two or more years experience in an Interventional Radiology Lab or Cardiac Cath Lab. ARRT Advanced Cardiovascular/Interventional Registry. Extensive knowledge of Interventional Radiology equipment, procedures and supplies. Extensive experience with sterile technique and/or O.R. procedures. Demonstrated computer proficiency. BCLS certification.

Hiring Team

Name	Role
Allan R Joslin	Hiring Manager

Julia Mary Pennington
Tanya J Garay-Marroquin
Cynthia Sue Quine

Hiring Manager
Hiring Manager
Recruiter

Full Time: Yes

Timeline

Days Open: 0

Organizational Structure

Department Name: UMH Radiology-Spec Proced

Campus: UMH

Work Groups

Work Group Name

Public

Change

**Department of Radiology
eMploy**

Personnel Replacement Request & Hiring Information

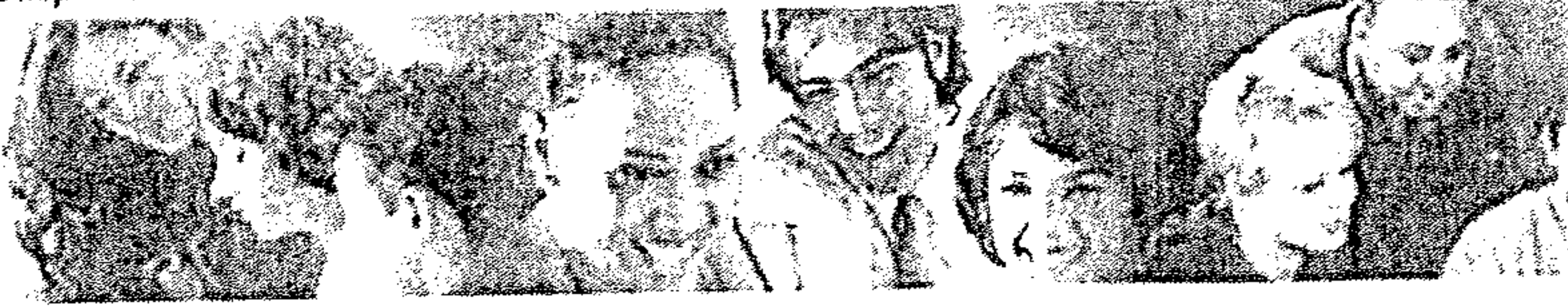
Posting Information

Date 7/17/06 Division Acct# 315.9-12 Manager Allan Joslin Mgr ID 4285 7699
Emp being Replaced _____ OR New position Emp ID _____
Describe Need for Replacement _____
Market Title Interventional Radiology Technologist Job Code 152601
Employee Working Address _____ FLSA Status: Ex NonEx
Salary Range: Minimum salary \$ _____ Appt Hrs 40 PTO or SICK/VAC
Work Shift: (N) (D) (E) Working Hrs _____ to _____ Post Begin 6/12/06 End 6/23/06
Hiring Team: Joslin, Kunzelman, Gray, Pennington
Hiring Manager Allan Joslin Assoc Director

Hiring Managers and Facilitators are assigned Hiring Manager Access.

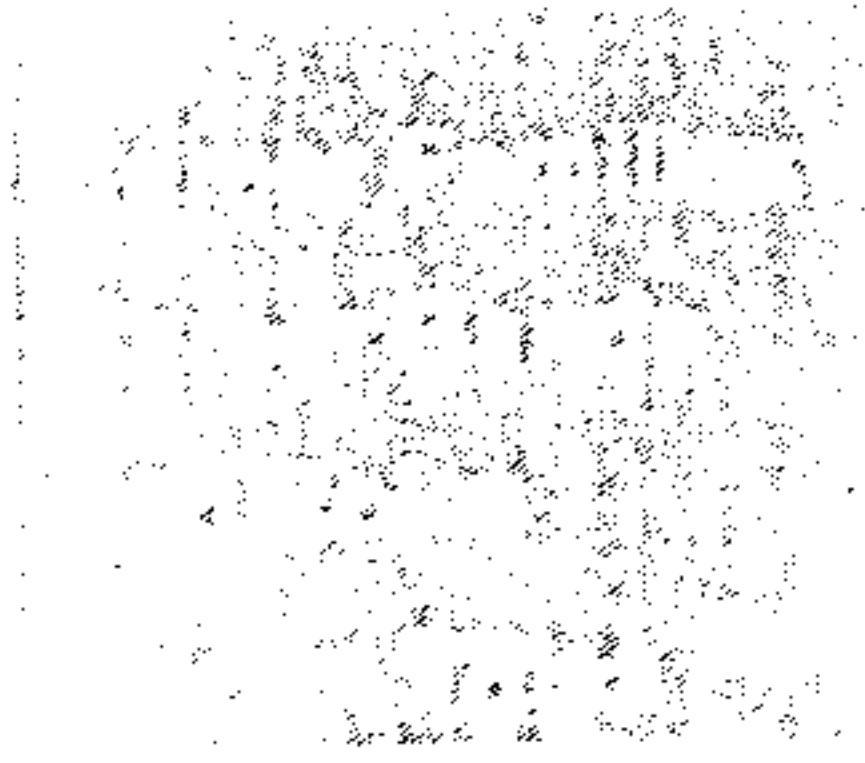
- Creates job requisition with above form.
- Screen candidate pool.
- Review candidate resumes in eMploy system (available immediately after bid)
- Selects candidates for interviewing.
- Creates job offer
- Corresponds with applicants.

*Human Resources
& Affirmative Action*
Compensation and Classification



Career Family Navigator

Search
Enter a job title or one or more keywords.



Market Title(s)

Patient Care Services > Patient Care Services > Professional
102607 - Interventional Radiology Technologist
Participates in the diagnosis and treatment of patients undergoing invasive radiographic procedures. Operates imaging equipment such as X-Rays, Magnetic Resonance Imaging (MRI), and Computed Tomography (CT) to assist in guiding small instruments such as catheters through blood vessels or other pathways. This Classification requires registration, certification or licensure with the appropriate agency as identified on the Primary Source Verification Matrix. Under FLSA, incumbents in this position are nonexempt
\$ to \$
U-M Pay Points*

* Later this year, data will be available for the U-M Pay Points seen above. These points will provide a range of potential pay for each job based on the actual salary of the job within U-M.



**THE AMERICAN REGISTRY OF
RADIOLOGIC TECHNOLOGISTS®**

USE ORIGINAL CARD FOR VERIFICATION

I.D. Number

Registration Category

Valid Thru End Of

R

JUL-2007

DAVID M KWIATKOWSKI, R.T.

-In Compliance with CE Requirements-