

**Welcome To Our Team!**

**TEAM MEMBER ON-BOARDING CHECKLIST**

Congratulations on becoming a Memorial Health Team Member and thank you for selecting us as your employer of choice. The following checklist outlines each step of the process to successfully welcome you on board. Please review carefully and complete this form as you manage your on-boarding requirements. Please contact your recruiter with any questions.

|                                |  |                              |  |
|--------------------------------|--|------------------------------|--|
| <b>Position:</b>               |  | <b>Department Name:</b>      |  |
| <b>Team Leader Name:</b>       |  | <b>Team Leader Phone:</b>    |  |
| <b>Start/Orientation Date:</b> |  | <b>Recruiter Name/Phone:</b> |  |

**Your Mandatory Checklist**

Start your career off right! Complete the items on the checklist below based on the information provided by your recruiting team. Please note: failure to complete the items below will delay your start date. Please call your recruiter with any question.

- 1. Complete Background Release Form and Fingerprint Form**
  - Return both forms as soon as possible to the Employment Specialist in Human Resources.
  
- 2. Download and Complete New Hire Paperwork**

Visit [www.memorialhealth.com/careers](http://www.memorialhealth.com/careers). Click on the “New Team Member Forms” link in the middle of the Careers page. Download and complete all required pre-employment forms. They are listed individually as well as in one complete .pdf packet for your convenience. Please bring all completed forms to your On-Boarding session.

  - Team Member Information Sheet
  - Electronic Fingerprinting Form
  - Form W-4 (Federal withholding)
  - Form G-4 (State of GA withholding)
  - Form I-9 (Employment Eligibility Verification) – Note: this link will take you to the electronics system for verifying employment eligibility. Please complete all information and bring the forms of identification used with you to your On-Boarding session.
  - Team Member Handbook – Access and Acknowledgement Form
  - Annual Required Training (“ART”) Instruction Guide
  - Pre-Employment Health Visit Information
  - Direct Deposit Authorization
  - Dress Code Policy (for your information only)
  - I-Pay Registration/Viewing Instructions (for your information only)
  
- 3. Employee Health Visit & Drug Screen Appointment**

**Location:** Employee Health, Main Hospital, Memorial Outpatient & Wellness Center, 3<sup>rd</sup> Floor Phone: 350-4036

  - Appointment Date/Time:** \_\_\_\_\_

- Bring copy of current government/state issued ID**
- Provide proof of current Tuberculosis (TB) skin test results (within the last three months)**
- Provide proof of Immunizations**

**4. Attend On-Boarding Session**

**Location:** The Human Resources building is on the Memorial Health campus on Metts Dr. adjacent to Day Surgery. Please note there is limited parking in our lot, but ample parking is available in parking deck B. Please allow sufficient time for parking.

**Date & Time:** \_\_\_\_\_

**Please bring all required pre-employment forms:**

- All completed new hire paperwork as listed in Section 2.
- Two forms of employment eligibility identification as indicated in the I-9 documentation requirements. You will not be able to begin employment without the proper documentation.
- American Heart Association for Healthcare Providers card for BLS, ALS, and/or PALS (for positions requiring CPR).
- License(s) (for positions requiring licenses)
- Voided check or direct deposit authorization form from your bank to accompany your direct deposit form

**What to Expect:** This group session is designed to:

- Welcome you on board
- Introduce you to some of your fellow new Team Members
- Ensure all pre-employment compliance requirements have been met
- Set the stage for your orientation
- Take your photo for your badge
- Capture your digital fingerprints for your background check
- Provide you with a copy of your offer letter
- Provide you with a copy of your complete job description
- Provide you with a copy of our Code of Business Practice

**5. Attend Memorial's New Hire Orientation**

Every Team Member at Memorial starts their employment with New Team Member Orientation, our organization's orientation. This provides you an overview of our mission, vision, and values as well as important information regarding your employment with us.

**Date and time:** \_\_\_\_\_

**Location & Parking:** New Team Member Orientation is held in the Medical Education Auditorium located next to the Memorial Outpatient & Wellness Center along the front of the hospital. It will be the third green awning to the left of the main hospital entrance, just across from the Georgia Eye Building. Please park in the back of the parking lot adjacent to the Georgia Eye Building, leaving ample room for our patients. Please **Do Not** park in the Georgia Eye Parking lot. Parking in any of the designated Georgia Eye parking spaces will result in your vehicle being towed.

- Dress:** Work attire. Scrubs, Business Casual, etc. (Please no blue jeans, shorts, or flip flops.) You may wish to bring a sweater as the room can be cold. **Failure to comply with the dress code may result in your start date being pushed to the next available Orientation.**
- If you are a Full Time or Part Time Team Member, please report to the Medical Education Auditorium by **7:30 AM** as the session begins promptly at **8:00 AM**. Casual Team Members should report no later than 8:30 AM, as

their session begins promptly at 9:00 AM. Please allow ample time for travel and parking.

- Late arrivals will be rescheduled for the next New Team Member Orientation date, which will delay your start date with Memorial.**
- Cell phones and pagers are not allowed to be turned on during Orientation. In case of emergency you can be contacted through the HR front desk at 912-350-8225.
- Coffee and a breakfast snack are provided in the morning. You will have approximately 45 minutes for lunch. Lunch is not provided, however you will be escorted to the cafeteria where you may purchase lunch.
- New Team Member Orientation typically ends at 4:00 PM.

**8. Attend Clinical Orientation/EPIC Training Requirements**

After New Team Member Orientation, our clinical staff is required to attend clinical orientation. We ask that you are available Tuesday through Friday from 7:30 AM – 5:00 PM to attend clinical orientation, as the orientation schedule is subject to change. While you may not have to attend Clinical Orientation/Epic Training all four days, you will need to be available to ensure Clinical Orientation & Epic Training requirements are met the first week of your employment.

\*A final Clinical Orientation/EPIC Training schedule will be provided to you at New Team Member Orientation.

Thank you in advance for your flexibility during this important week with us!

**8. Complete the Online Annual Required Training (ART) Modules**

- Follow the instruction guide to complete the required pre-employment modules.
- ART must be completed no later than the Friday following your start date.

# Welcome to Memorial!