

## Onboarding Checklist - Colleague

Welcome to Hospital Sisters Health System! This Onboarding Checklist is a supporting resource to help familiarize you with the operations of HSHS and make sure you are on the right track to success.

Prior to Start Date			
HSHS Contact	Schedule & Start Information	Status	Notes
Leader	<input type="checkbox"/> Complete <a href="#">New Colleague Experience</a> prior to your first day with HSHS <input type="checkbox"/> Register and attend <a href="#">‘Welcome to HSHS – HR Connect’</a> virtual webinar prior to your first day with HSHS <input type="checkbox"/> Your leader will connect with you on information for your first day: <ul style="list-style-type: none"> <li>○ Start date and time</li> <li>○ Parking information</li> <li>○ Dress code</li> <li>○ Designated meeting place and person <i>(if applicable)</i></li> </ul> <input type="checkbox"/> REMOTE colleagues will receive their remote work setup and directions	Choose an item.	
HSHS Contact	Preboarding Team Items	Status	Notes
<a href="#">Pre-Boarding Specialist</a>	<input type="checkbox"/> Submit all new hire paperwork and complete all processes	Choose an item.	

Day 1 – Week 1			
HSHS Contact	HSHS Orientation (Ministry) <i>*Note: This may vary per location</i>	Status	Notes
Ministry Human Resources	On-Site Colleagues: <input type="checkbox"/> New hire welcome / networking <input type="checkbox"/> History, mission, and values <input type="checkbox"/> Hospital / campus tour <input type="checkbox"/> Executive introductions / meet and greet  Remote Colleagues: <input type="checkbox"/> New hire welcome <input type="checkbox"/> History, mission, and values	Choose an item.	
HSHS Contact	Department Orientation	Status	Notes
Leader or Peer / Team Mentor	<input type="checkbox"/> Team introductions <ul style="list-style-type: none"> <li>○ Connect with trainer or peer mentor</li> </ul> <input type="checkbox"/> Tour of department <ul style="list-style-type: none"> <li>○ Workstation</li> </ul> <input type="checkbox"/> Department welcome paperwork <input type="checkbox"/> Department safety tour and overview <input type="checkbox"/> Time clock location(s) for on-site hourly colleagues <input type="checkbox"/> Break and meal policies discussion <input type="checkbox"/> Introduction to team Huddle Board <input type="checkbox"/> Team lunch or lunch buddy assignment	Choose an item.	
HSHS Contact	Workstation (as applicable to role)	Status	Notes
<a href="#">IT Help Desk</a> 1-877-403-4357  Leader	<input type="checkbox"/> Monitor, keyboard, mouse, console, docking station, (for laptop), headset <input type="checkbox"/> Request additional furniture with your leader if interested <input type="checkbox"/> Locker assignment and combination	Choose an item.	

Day 1 – Week 1 Continued			
HSHS Contact	Technology & Access (as applicable to role)	Status	Notes
Leader or Team Member  <a href="#">IT Help Desk</a> 1-877-403-4357	<input type="checkbox"/> Receive employee badge <input type="checkbox"/> Login to workstation <ul style="list-style-type: none"> <li><a href="#">Login directions (Imprivata)</a></li> </ul> <input type="checkbox"/> Ensure you have VPN directions for off-site work (remote / hybrid colleagues) <ul style="list-style-type: none"> <li><a href="#">VPN directions</a></li> </ul> <input type="checkbox"/> Login to Microsoft Office for email <input type="checkbox"/> Ensure printer connectivity to workstation <input type="checkbox"/> Voicemail setup (Cisco)	Choose an item.	
HSHS Contact	Schedule	Status	Notes
Leader	<input type="checkbox"/> Familiarize yourself with work schedule <input type="checkbox"/> Ensure any upcoming / reoccurring meetings are on your Outlook calendar <ul style="list-style-type: none"> <li>Request with Leader if any are missing or you would like to attend</li> <li>Includes 30, 60 and 90-day check-ins with your Leader</li> </ul> <input type="checkbox"/> Check-in with your leader at the end of Day 1	Choose an item.	
HSHS Contact	Tasks for New Hire	Status	Notes
Clinical Education Team (HealthStream)  <a href="#">HR Service Center</a> 1-855-394-4747  Visit <a href="#">MyHR Portal</a>	<input type="checkbox"/> Regulatory HealthStream Assignments <input type="checkbox"/> <a href="#">MyHR New Hire Resources</a> <input type="checkbox"/> <a href="#">API MyTime Resources</a> for Time Entry / PTO <input type="checkbox"/> <a href="#">Workday Week 1 Checklist</a> <input type="checkbox"/> Benefit Enrollment in Workday (for benefit eligible new hires) <input type="checkbox"/> Job description acknowledgement <input type="checkbox"/> Epic training (if applicable to role)	Choose an item.	

30-Day Check-In			
HSHS Contact	Discussion Items	Status	Notes
Leader	<input type="checkbox"/> What all have you learned in your first 30 days? <input type="checkbox"/> What are you enjoying about HSHS and your new role? <input type="checkbox"/> Do you see any opportunities for improvement? <input type="checkbox"/> Are you missing any items to help you perform your job? <input type="checkbox"/> Start considering short-term and long-term goals	Choose an item.	
60-Day Check-In			
HSHS Contact	Discussion Items	Status	Notes
Leader	<input type="checkbox"/> What all have you learned in your first 60 days? <input type="checkbox"/> What are you enjoying about HSHS and your new role? <input type="checkbox"/> Do you see any opportunities for improvement? <input type="checkbox"/> Are you missing any items to help you perform your job? <input type="checkbox"/> Has your trainer / peer mentor been helpful? <input type="checkbox"/> What do you need to reach your short-term and long-term goals? <input type="checkbox"/> Are there any other areas of interest you wish to learn more about?	Choose an item.	
90-Day Check-In			
HSHS Contact	Discussion Items	Status	Notes
Leader	<input type="checkbox"/> Celebrate your first 90 days! <input type="checkbox"/> What is going well? <input type="checkbox"/> What needs improvement? <input type="checkbox"/> Are there more learning opportunities that interest you? <input type="checkbox"/> How is the path to your short-term and long-term goals? <input type="checkbox"/> Discuss frequency of check-in meetings moving forward ( <i>weekly, bi-weekly, monthly, etc.</i> )	Choose an item.	