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## EMPLOYEE ORIENTATION

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### 1. DAY ONE

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- Meet MSHN Staff (Review Organizational Chart)- Deputy Director or Supervisor
- Review MSHN Mission/Goals/Strategic Plan/Board (documents in Box - New Employee Orientation file, board graphic) – CEO - Supervisor to schedule by arranging through Executive Support Specialist
- Review and Sign Job Description – Supervisor
- Computer System/BOX (login, passwords, etc.) - Supervisor
  - Sign User Agreement
  - Sign Property Form
- Basic Telephone Operation & Zoom Access (Record name on voicemail system, record voicemail greetings, etc.) – Supervisor/Information Technology Manager
- Review and sign Personnel Handbook (i.e. Reporting Absences, Scheduling PTO, Dress Code, Confidentiality, etc.) – Deputy Director
- Review Building Access – Supervisor
- Discuss Office Accommodations and Plans for Working Remotely - Supervisor
  - Sign Remote Work Agreement (if applicable)
  - Complete accommodation request (If applicable)
- Cell Phone & Hot Spot User Agreement (if applicable) – Supervisor
- Electronic Funds Transfer - Supervisor
- Identify Office Materials Needed – Supervisor

### 2. DAY TWO (SUPERVISOR)

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- Review Files and Projects from/with Predecessor
- Review Supervision Style and Expectations/Preferences for Communication
- Set-Up Work Area (Mobile and Physical) with Supplies, Filing System
- Complete all necessary new hire forms and paperwork
- Review Travel Procedures (Vehicle Use, Mileage/Travel Reimbursement)
  - Purchasing process
  - Purchasing Card Holder Agreement (if applicable)
- Review Paid Time Off Entry Process/Payroll
- Orient to MSHN Website and Policies

### 3. DAY THREE (SUPERVISOR)

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- Set up brief meetings with members of leadership and leadership members to invite new staff to their next applicable team meeting and facilitate attending department team meetings.
- Review Position Goals & Priorities

- Discuss MSHN Policies & Procedures
- Review Performance Evaluation
- Discuss MSHN Board of Directors Role and Responsibilities and invite new hire to the next applicable Board meeting (including OPB)
- Review Council/Committee Assignments and Charters (schedule attendance, if applicable)

#### 4. FIRST SIXTY (60) DAYS

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- Review Compliance Requirements for the Various Facets of the Position (Compliance Officer)
  - Complete HIPAA and other Relias Trainings
  - Review and Sign Acknowledgment of Compliance Plan
- Develop/Refine Policies and Procedures within the Scope of the Position
- Establish a Position-Specific Work Plan to Achieve Targeted Outcomes (aligned with MSHN Strategic Plan)
- Review the Quality Assessment and Performance Improvement Plan (QAPIP) (Quality Manager)

#### 5. FIRST ONE-HUNDERED AND EIGHTY (180) DAYS

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- Complete Other Required Training

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_