
EMPLOYEE ORIENTATION

1. DAY ONE

- ☐ 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 Standards & Logo Use – Deputy Director
 - ☐ Cell Phone & Hot Spot User Agreement (if applicable) – Supervisor
 - ☐ Electronic Funds Transfer - Supervisor
 - ☐ Zoom Phone and Video System Review – (IT Project Manager)
- ☐ Review and sign Personnel Handbook (i.e. Reporting Absences, Scheduling PTO, Dress Code, Confidentiality, etc.) – Deputy Director
- ☐
- ☐ Review Building Access (Obtain Keys – add to property form – if applicable) – Executive Support Specialist
- ☐ Discuss Office Accommodations and Plans for Working Remotely - Supervisor
 - ☐ Sign Remote Work Agreement (if applicable)
 - ☐ Complete accommodation request (If applicable)
- ☐ Driver's License & Vehicle Insurance (if travel required for position) information added to iPrism Portal
- ☐ Identify Office Materials Needed – Supervisor

2. DAY TWO (SUPERVISOR)

- ☐ Review Files and Projects from/with Predecessor
- ☐ Review Supervision Style and Expectations/Preferences for Communication
- ☐ Set-Up Work Area (Remote and In-office) 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)

- ☐ 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

- ☐ Review Compliance Requirements for the Various Facets of the Position
 - ☐ Complete HIPPA 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

- ☐ Complete Other Required Training
 - Workplace Safety & Emergency Procedures Review with Executive Support Specialist at next scheduled in-office team meeting (Tour of suites, location of fire extinguishers, tornado safety area, etc.)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____