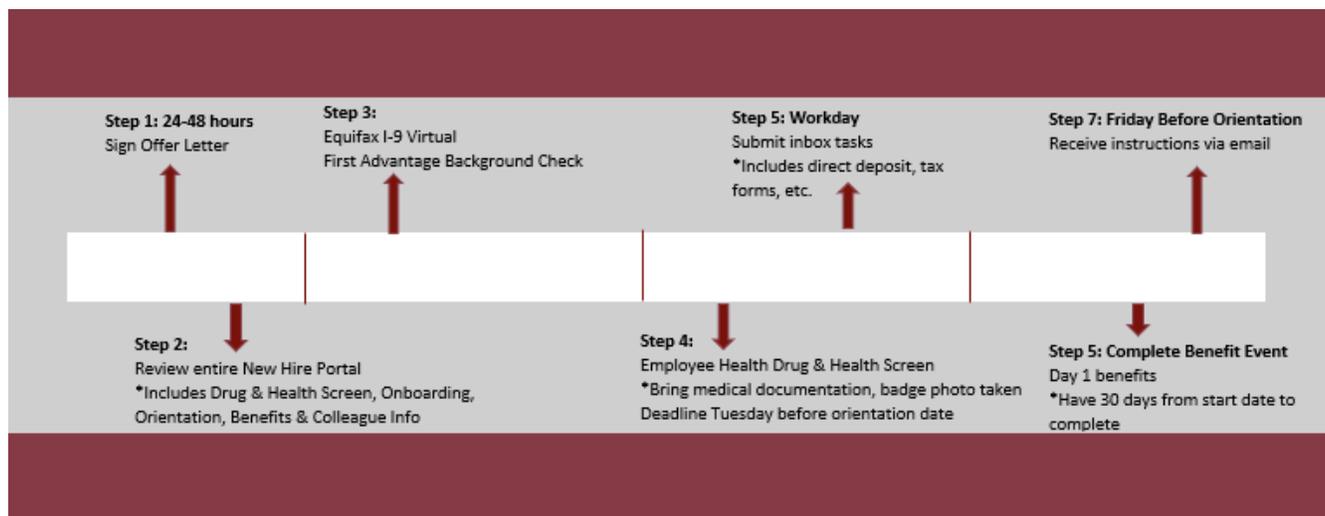


Dear Colleague,

Here’s a recap of our phone conversation and the timeline of your onboarding:



□ Step 1: SIGNING OFFER LETTER TO BE COMPLETED WITHIN 24-48 HOURS (E-sign, DOB, SSN)

PLEASE NOTE: A desktop computer or laptop is required for this task- NO smartphones

- You will receive an email that states *“Congratulations – You are receiving an offer!”*.
- As a condition of hire, you must complete a pre-employment drug & health screen appointment before New Colleague Orientation. This was scheduled during your verbal offer. Refer to your Welcome Email. More information can be found on the New Hire Portal under Drug and Health Screen.
- The next email will have the subject line *“A Task Awaits You: Offer Letter – Offer for Job Application...”* You will need to click on the link in the email, sign in (the username and password you created when you applied) and electronically sign your offer letter.
- Immediately after e-signing your offer letter you will receive three (3) additional “tasks” to review and complete:
 - Personal Information
 - National ID (Social Security number)
 - Review New Hire Documents (In this section, you will find and complete the Employee Health form. Print and bring your completed form with you to your pre-employment drug and health screen appointment)

Please click the “Submit” button to complete each task.

□ Step 2: Review New Hire Portal

All of the information you'll need to complete the onboarding process is located [here](https://www.mountcarmelhealth.com/careers-and-resources/working-with-us/new-hire-portal/) <https://www.mountcarmelhealth.com/careers-and-resources/working-with-us/new-hire-portal/> on the New Hire Portal. **Please review in its entirety.**

The New Hire Portal includes the following topics:

- Drug & Health Screen
- Onboarding
- Orientation
- Benefits & Colleague Information

□ Step 3: EQUIFAX I-9 VIRTUAL AND FIRST ADVANTAGE BACKGROUND CHECK

After the first steps are completed, over the next few days you will receive email invitations for the following:

Equifax I-9 Virtual:

The Form I-9 is a two-part document. **You'll receive an email from Equifax containing username/login ID, Form I-9 instructions and guidance to use your SSN as the initial password.** You'll use this information to login and complete your I-9 Form. You'll be prompted to verify your IDs virtually using video for section 2. Follow the instructions on the New Hire Portal under Onboarding <https://www.mountcarmelhealth.com/careers-and-resources/working-with-us/new-hire-portal/onboarding>. ****Note – your Form I-9 must be completed prior to being cleared to start.**

Background Check with First Advantage:

You will receive a link from our background check vendor, First Advantage (formerly Sterling), for completion. Please ensure you are checking all your e-mail folders for this link. The email will come from a @fadv.com email domain. Please complete within 24 hours of receipt. This is an approved request, please do not delete. Please reach out to your recruiter or TA Coordinator with questions.

****You will need to complete EVERYTHING in steps 1-3 before we can continue through the process so if you do not see something below, please check with your Recruiter to see what is missing.****

□ Step 4: Employee Health Drug & Health Screen

Review all of the information on the Drug and Health Screen section of the New Hire Portal <https://www.mountcarmelhealth.com/careers-and-resources/working-with-us/new-hire-portal/drug-and-health-screen>.

- Make sure to bring your medical documentation and complete the Health Screening Form (found in your confirmation email)
- You'll have your badge photo taken and printed while onsite for this appointment.

□ Step 5: WORKDAY

RESET WORKDAY LOGIN CREDENTIALS:

You will receive three emails, two from Workday (Welcome Letter and Login information) and one from Trinity Health (a temporary password) for you to login to complete your onboarding

Go to the link from Workday and complete all the Workday Inbox Tasks – there are multiple forms to e-sign and complete; examples: Tax Forms, Direct Deposit, Form I-9, Conflict of Interest. If you're having issues with your inbox tasks, contact the **HR Service Center 1-877-750-4748**. More information can be found on the New Hire Portal under Onboarding.

□ Step 6: Complete Benefit Event

Mount Carmel's benefits begin day 1. You have 30 days from your start date to complete your benefit event in your Workday inbox. All of the benefit information can be found on the New Hire Portal under Benefits & Colleague Information <https://www.mountcarmelhealth.com/careers-and-resources/working-with-us/new-hire-portal/benefits-and-colleague-information>.

Questions? Contact the **HR Service Center 1-877-750-4748 (HR4U)**

□ Step 7: Day 1 New Colleague Orientation

- You will receive instructions via email the Friday before your orientation date. Make sure to check your junk/spam folders. You can find information regarding orientation on the New Hire Portal [https://www.mountcarmelhealth.com/careers-and-resources/working-with-us/new-hire\[1\]portal/](https://www.mountcarmelhealth.com/careers-and-resources/working-with-us/new-hire[1]portal/) under Orientation to see what will be expected of you that day.
- Your first day of employment will be completing Day 1 New Colleague Orientation virtually via HealthStream. You'll be completing MCHS – New Hires All Colleagues Curriculum – Virtual Orientation Day 1 by 5pm to receive credit.
- ****Note, for those that are required to attend Registered Nurse Orientation, your Day 1 Orientation will be an in-person requirement. You'll receive additional instructions from the Clinical Education team the Friday before your start date. If you have questions beforehand, reach back out to your recruiter.**

Once again, Congratulations and we can't wait for you to join the team! -The Talent Acquisition Team