



Virtual New Employee Orientation Schedule

Day One

Between 9:00 – 10:00am	Staggered Check In <ul style="list-style-type: none"> • Arrive to Stillman Education Room • Receive welcome folder, which includes all NEO materials, passwords, and safety checklist • Complete I-9 requirements and take photo for badge • IT will be available to help you log into the network
1:00 - 4:30pm	Complete Virtual Orientation MS Teams invitation sent to new employee

Day Two

- Day two of orientation will look different for each new employee. Refer to what you have received from your manager as to what your schedule will look like.
- You will receive time to complete your online learning modules via Cortex, our learning management system.
- If you are within MNA or AFSCME unions you will have a meeting from 11:30-12:30 on day two. Please reference your hcmed.org email for a meeting notice.

**Note: Those required to attend New Provider Orientation or Nursing Orientation have been sent a separate schedule for Day Two & Day Three*

**HHS Employee Occupational Health and Wellness will contact you if there is any outstanding information needed from you.*

**If your job class is represented by a bargaining agreement, your union will contact you.*