
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 Operation (Record name on voicemail system, record voicemail greetings, etc.) – Office Assistant
 - Cell Phone & Hot Spot User Agreement (if applicable) - Supervisor
- Review and sign Personnel Handbook (i.e. Reporting Absences, Scheduling PTO, Dress Code, Confidentiality, etc.) – Deputy Director or Supervisor
- Office Resources (Copier, Scanner, Fire Extinguisher, Fire Exits, etc.) – Office Assistant
- Review Building Access (Obtain Keys – add to property form – if applicable) – Executive Assistant
- Discuss Office Accommodations and Plans for Working Remotely - Supervisor
 - Sign Remote Work Agreement (if applicable)
 - Complete accommodation request (If applicable)
- Obtain copies of Driver’s License & Vehicle Insurance (if travel required for position)
- 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 (Mobile and Physical) with Supplies, Filing System
- Complete all necessary new hire forms and paperwork (including benefit enrollment)
- Review Travel Procedures (Vehicle Use, Mileage/Travel Reimbursement)
 - Purchasing process
 - Purchasing Card Holder Agreement (if applicable)
- Review Time Entry Procedure(s)
- 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

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____