

## Information regarding Onboarding and Central Orientation

Welcome to Bethesda Health Group!

Complete your online **Onboarding**. If you are not able to complete your onboarding step by Wednesday before you are scheduled for orientation, please contact your human resources representative to make arrangements to complete the onboarding step in the HR office. You will not be able to attend orientation before completing the onboarding step.

Please make an appointment with HR for the Friday before your Monday orientation date for an employee health screening. You will complete a pre-employment **Tuberculosis Skin Test (TST)**. If you've recently received a TST and/or flu vaccine (given to new hires October through May,) please bring in documentation. If you cannot have the TST done due to a past positive result, bring a copy of your most recent chest X-ray report. You may also be asked to bring in documentation of Hepatitis A and/or B vaccinations. Certain jobs require these vaccinations. You will receive a **yellow** TST form when the test is given. You will be required to bring this form with you to Monday's orientation in order to attend. Your arm will be examined by a nurse at orientation to complete the TST.

To verify authorization to work in the U.S., you will need to submit original documents to the Human Resources office **before** attending orientation. A complete list of acceptable documents is found on the I-9 form. We ask that you bring these original documents with you on Friday and HR will make copies. You will **NOT** be allowed to attend orientation without the approved form(s) of identification.

In your first week of employment, you will attend **Centralized Orientation** 3 days. You will receive an overview of the policies, procedures and required in-services that apply to Bethesda employees.

- Orientation occurs every Monday, Tuesday & Friday (excluding Monday holidays when the orientation is conducted on Tuesday, Wednesday & Friday that week) at the Bethesda Institute, 9645 Big Bend, St. Louis, MO 63122, on the Bethesda Dilworth Campus in the same building as Adult Day Care (See map in Helpful Information section of Onboarding). The phone number is (314) 292-5512.
- Plan to arrive on Monday by 7:45a.m. to have your photo taken for your badge. All days of Centralized Orientation begin promptly at 8:00a.m. and will last until 4:30p.m. Orientees arriving late may be asked to reschedule.
- Please bring a pen and paper with you.
- Lunch will be provided on Monday. Dilworth has a Bistro where you can purchase lunch for less than \$5 on Tuesday & Friday.
- Dress for Monday is business casual, scrubs, etc. (no jeans, please.) Tuesday & Friday dress is scrubs. Comfortable non-slip, closed-toe shoes are required.

### **Sample 1<sup>st</sup> week schedule:**

Monday – Centralized Orientation

Tuesday – Centralized Orientation

Wednesday – Location specific orientation where you will be working

Thursday – Location specific orientation where you will be working

Friday – Centralized Orientation

If you have any questions, please contact the Human Resources office.

Human Resources and/or your new Manager will provide you with your schedule and information about the remainder of your orientation.