



New Employee Onboarding Checklist

Welcome! We want you to have a smooth and engaging onboarding experience. Before you begin your new role with us you will complete your pre-employment screening. This screening encompasses your new employee paperwork, Occupational Health appointment and onboarding appointment with Recruitment, where you will finish your paperwork in person.

Don't worry, we're here to guide you along the way. Use this checklist as your guide to completing this process and reach out to us if you have any questions.

- Review the **position description and offer letter** for your role. This was sent to you by your Recruiter.
- Occupational Health** will be contacting you to schedule your pre-employment testing. Plan at least one hour for your appointment. After this appointment, you will automatically be granted a **MyChart** account. **MyChart** is a free, secure online patient portal that allows you to manage your healthcare information.

Renown Occupational Health
975 Ryland Street
Reno, NV 89502

- You will be receiving an email from our **Human Resources Representative** (HRRepresentatives@renown.org) to schedule your onboarding appointment. In this email you will find instructions on next steps-please make sure to review all of the information and respond prior to your orientation date.
- Complete **background check**. You will receive this link within 24 hours from your verbal acceptance. (Please be sure to list at least 7 years of employment history)
- Complete your **new employee paperwork electronically**. You will receive this link within 24 hours from your verbal acceptance-the link will direct you to the Renown Careers page and will use the same login and password you established when you completed your application. Please complete the onboarding documents using the drop down menu in the upper right hand corner, under "my profile" select "onboarding".
 - These documents are time sensitive and will be active for 7 days.
- Order **Uniforms** (if applicable). Renown provides uniforms for specified positions. If your position is one requiring uniforms, you will order them prior to beginning in your new role.
- Contact your **Leader** to discuss your onboarding schedule and first day in the department.
- Review our **comprehensive Benefits package**. A link to our Benefits Booklet is available on the New Employee Welcome page.
- Attend Orientation!** Our orientation and training programs are designed to help you become acclimated with our organization and culture. All employees begin their first two days of employment at New Employee Orientation; your schedule for orientation is included in your offer letter.
 - You may be scheduled for additional orientation and training based on your position, including site orientation and electronic medical record training