

NEW EMPLOYEE ORIENTATION
LEADER INFO
AT A GLANCE

 **Baptist Health South Florida**

THE BEST PLACE TO **BE YOUR BEST**

NEW EMPLOYEE ORIENTATION

As a Baptist Health South Florida leader, this tool is dedicated to providing you with an overview of the onboarding process for new employees of Baptist Health as well as your role in supporting this process.

New Employee Onboarding

The **New Employee Onboarding Process** has been redesigned and will be comprised of **4 major components**.



1 DAY 1

After New Employee Orientation on day 1, employees are dismissed to their respective entities.

Leader's Role in Onboarding New Hires:

- **Meet & Greet**
 - Your new employee will be arriving at your entity between 1:00 and 1:30 pm on Mondays after they attend NEO from 8 am – Noon
 - Be on the lookout for them so that you can show them to their workstation
 - If you are not available, designate someone to receive and welcome them on your behalf
- **Badge Activation**
 - If your employee needs badge activation, please escort them to security to get this done
- **Compliance Modules**
 - To comply with Joint Commission, Compliance modules must be completed within the first 30 days
 - Locate a computer on the afternoon of their first day so that they can complete their modules
 - They have been streamlined so that they can be completed in about 4 hours

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- **Kronos**
 - New employees will *not* be clocking in at NEO
 - Edit their timecard in **Kronos** for the first day
- **Job Specific/Department Orientation**
 - Coordinate an orientation specific to your department needs and expectations
- **Ongoing Support**
 - Follow-up with employees to ensure they have **access to Degreed**
 - Degreed can be accessed from the home page on PeopleSoft
 - We have designed a “New Employee Journey to Excellence” pathway that will guide the employee through their first year

2 DAY 2 - ONGOING

Employees will have a **Department Orientation** as well as receive any clinical or informatics training necessary for their role. The link for the **New Employee Onboarding Checklist** is as follows: https://cdn.baptisthealth.net/Development/Vol01/Leadership/LeaderEssentials/New_Employee_Onboarding_Checklist_General.docx

3 DAY 7 - DAY 30

Employees are invited to attend their **Entity Welcome** shortly after their NEO. The Entity Welcome event welcomes new employees to their home base. They will meet their “local” contacts such as senior leadership, HR team members, risk manager, and infection control preventionist. In addition, they will receive customer service training. Breakfast will be served.

4 HIRE → YEAR 1

We have created a **Degreed pathway** called the **New Employee Journey to Excellence** to guide employees through their first year with us. It has resources, development tools, and task reminders to keep them on the path to success.



Access pathway here:

<https://degreed.com/paths?path=onboarding---employees--new-employee-journey---year-1&id=57609>

Please familiarize yourself with this pathway so that you can support the new employees throughout their journey. Thank you for your support.