

Welcome to Allina Health!

Your journey begins with the Onboarding Roadmap.



We're excited you're here! Providing Whole Person Care for those we serve – mind, body, spirit and community – begins with investing in you to ensure you have the tools, training and resources to flourish in your new role. Save this roadmap to guide you through key milestones in the year ahead and what to expect as you get started.



Pre-boarding

Get excited + ready – it's almost your first day!



Day 1

Find everything you need for a great start.



Week 1

Explore your resources and support tools.



30 Day

Continue connecting with others!



60 Day

Discover new ways to accelerate your learning.



90 Day

Keep the career conversations going.



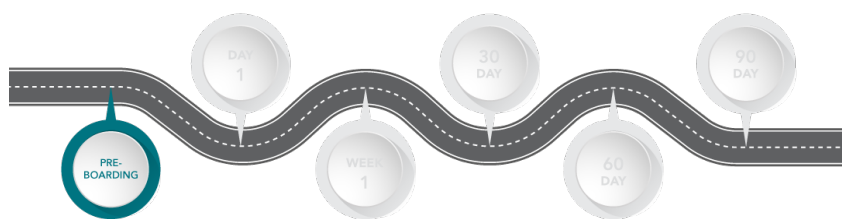
6 Month

Tell us how it's going!



1 Year

Reflect + look ahead for growth opportunities.



Pre-boarding

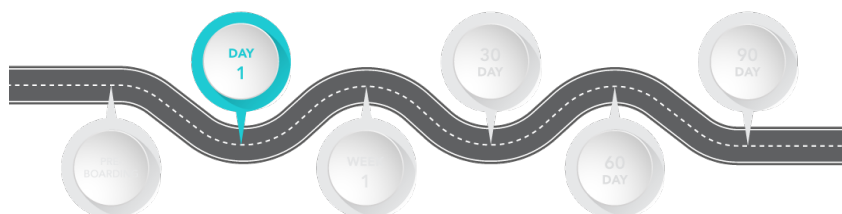
Here's a quick overview of things you do before your first day to prepare for a successful transition into your new role.

- **Your Actions:**

- 1) **Time sensitive – do this as soon as possible!** Review your [New Hire Onboarding Checklist](#) and complete these important tasks on time.
- 2) One week prior to your start, watch for an email invitation from noreplyearlyaccess@allina.com and follow the instructions provided to set up early access to Workday, Allina Health's Learning Hub and complete your Form I-9.
- 3) View the [Welcome Video from Allina Health CEO Lisa Shannon](#).
- 4) Expect a call from your manager to connect prior to Day 1.

- **Additional Resources:**

- [New Hire Tasks Overview Video](#)

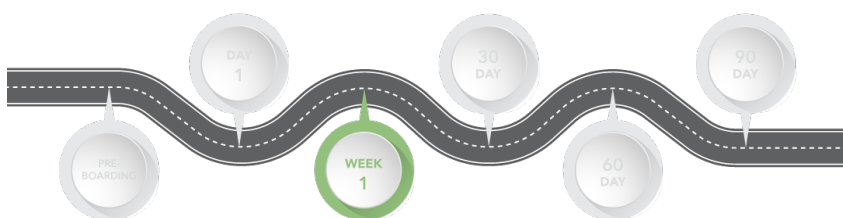


Day 1

There is a lot to do on your first day, and this roadmap is here to guide you through it all.

- **Your Actions:**

- 1) Log in to Workday and complete the tasks in your Workday inbox, including the Form I-9, if you have not already done so.
 - Read [How to Complete the Form I-9 – Employee Guide \(HRConnect Knowledge Base article\)](#).
- 2) Review the [New Hire Onboarding Checklist](#).
- 3) Attend a Welcome to Allina! Virtual Session on your first Monday at 9 a.m. by using the link below (also sent to your Allina Health email):
 - [Click here to join the meeting](#) on your computer, mobile app or room device (Meeting ID: 265 449 467 712, Passcode: Wyddta).
 - If you are a new leader, you will also be automatically enrolled in New Leader Orientation, held the second Thursday of each month.
- 4) Complete your New Employee Orientation (NEO) Day 1 education in [Allina Health's Learning Hub](#).
- 5) Review the [30-Day Benefits Checklist \(HRConnect Knowledge Base article\)](#).



Week 1

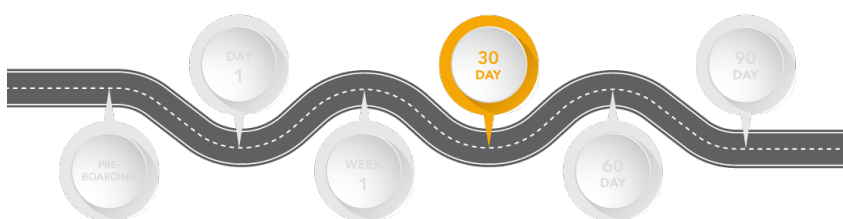
Become familiar with the resources available to you, plus keep working toward actions necessary to complete in your first 30 days.

- **Your Actions:**

- 1) Complete any outstanding items on the [New Hire Onboarding Checklist](#).
- 2) Watch for a welcome gift to arrive at your home by mail.
- 3) Visit our employee well-being site at allinahealth.org/well-being to become familiar with the many types of well-being resources and support available, including \$100 in a Well-being Savings Account (available for everyone employed above 0.0 FTE).
- 4) Schedule time to meet with key colleagues.
- 5) Watch a [Welcome Video from Allina Health Chief Human Resources and Administrative Officer Christine Moore](#).
- 6) Review the additional resources listed below with your manager.

- **Additional Resources:**

- [AKN](#)
- [HRConnect](#)
- [Allina Health Learning Hub](#)



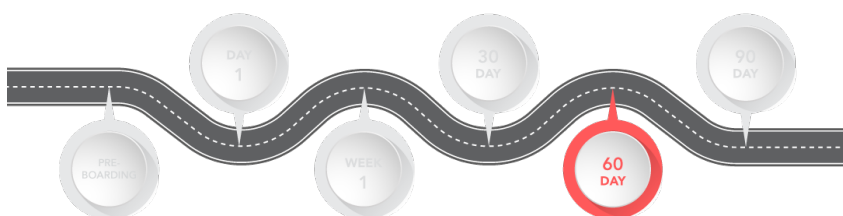
30 Day

This is a great time to keep developing a strong relationship with your team through your 30-day onboarding conversation with your manager and ongoing peer conversations.

- **Your Actions:**

- 1) Meet with your manager to:
 - have your 30-day onboarding conversation
 - discuss individual goals and expectations of your role
 - [review our organizational strategy](#).

- 2) Complete the 30-day onboarding survey, sent to your Allina Health email address. Please note that this survey will come from an M365 email address.
- 3) Complete any remaining required learnings.
- 4) Complete remaining items on the [New Hire Benefits Activities Checklist \(HRConnect Knowledge Base article\)](#).
- 5) Explore our [Employee Resource Groups](#) and consider joining one!

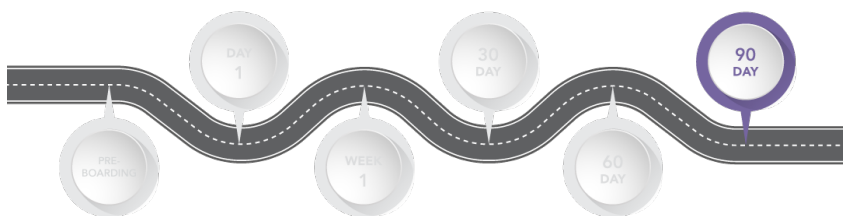


60 Day

Expand your network and knowledge of Allina Health as you continue your onboarding journey. There are many more passionate people just like you, looking to connect and learn together!

- **Your Actions:**

- 1) Have your 60-day onboarding conversation with your manager.
- 2) Learn about areas outside your team through meet and greets and information provided on the [AKN](#).
- 3) Consider recognition for peers or manager by using Care on the Spot. Read the [Care on the Spot Knowledge Base Article on HRConnect](#) to learn more.

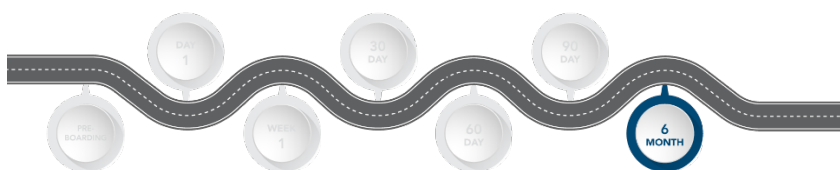


90 Day

Explore options to enhance your learning with our Tuition Reimbursement program. Reflect on your professional network and consider who else would enjoy working at Allina Health. You might even receive a bonus!

- **Your Actions:**

- 1) Complete the 90-day onboarding conversation with your manager.
- 2) Complete the 90-day onboarding survey, sent to your Allina Health email address.
- 3) Read the [Employee Referral Program Knowledge Base article on HRConnect](#) to learn more about referral bonuses.
- 4) Read the [Tuition Reimbursement Knowledge Base Article](#) to learn about reimbursement policies.

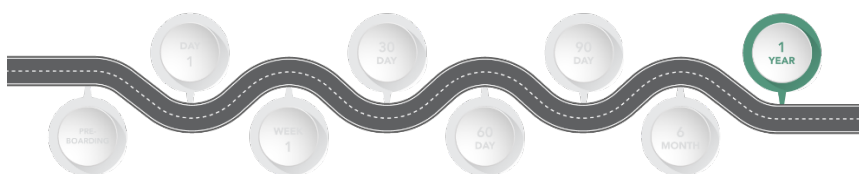


6 Month

We value your perspective and suggestions. Speak up and share your voice by completing the 180-day onboarding survey.

- **Your Actions:**

- 1) Complete the 180-day onboarding survey sent to your Allina Health email address.
- 2) Visit the [Safety and Quality AKN page](#) > *Safety and Quality Resources* > *Skill of the Month* to review the High Reliability Organization Skill of the Month calendar. Practice high reliability behaviors by talking to your leader.
- 3) Discuss ideas for your growth and development with your manager.
- 4) **New leaders only:** Read the [Change Management Knowledge Base article on HRConnect](#) and enroll in *Change Management for Leaders: Transforming Allina Health* training.



1 Year

Congratulations on your one-year anniversary with us! We're glad you're here and appreciate your commitment to helping people flourish.

As you continue to grow, keep looking for new professional development opportunities, news ways to expand your internal network and new ways to get involved in the community.

- **Your Actions:**

- 1) Stay connected with your leader to create a plan for your ongoing learning and development.
- 2) Take another look at our [Employee Resource Groups](#) and consider joining one!
- 3) [Visit the Community Benefit & Engagement AKN page](#) to check out the ways we support the communities we serve and look for a way you can get involved. New volunteer opportunities are added to Volunteer Match all the time!