

Checklist for Leaders of New Employees:

Preparing for your new hire's successful onboarding

Leaders: Please be sure to refer to the electronic version of this document for the most up-to-date information.



Pre-boarding tasks

AFTER CANDIDATE ACCEPTANCE HAS BEEN CONFIRMED BY TALENT ACQUISITION:

- **Personally congratulate your new hire to Allina Health via email and/or phone call.**
 - Ensure you contact your new hire via phone or email within 48 hours after receiving your confirmation of acceptance.
 - If you are going to be out of the office and unable to reach out, request that a supervisor, manager, or someone else on your leadership team welcome your new hire – plus make a point to contact your new hire upon your return.
 - Customize the template below to meet your needs:

Hi [name of new hire],

I am excited to welcome you to our team! I know you'll be a great asset to our organization and want to make sure you get settled in as smoothly as possible. As discussed, your first day will be [date]. Please watch your email closely for additional communications leading up to your start date, which will help you prepare for your first day(s) and prevent delays in your start date.

If there is anything you need, please feel free to reach out at any time. I look forward to working with you!

BETWEEN ACCEPTANCE AND 2 WEEKS PRIOR TO START:

- **Set up Electronic Access Requests and badging:**
 - Watch for an Allina Health Login ID (A#) and Worker ID (Employee ID) **to be automatically emailed to leader prior to the new team member's start date.** Once you receive this email, employee setup can begin.
 - Contingent Workers:** If your new employee has/had a contingent worker record or employee record, you **may** experience delays with seeing your new hire report within your org chart

and Allina Health's applications. You can expect to see your new hire in your org chart and applications effective their first day of hire.

□ Examples of applications:

- Workday
- Allina Health Learning Hub
- Kronos
- Electronic Access Requests.

- If you have any questions regarding EARS, A# or Employee ID, please call the IS Service Desk at 612-262-1900.
- Complete an online request via [Service Central](#) to submit computer and hardware order, electronic access requests (EAR) and other IS and/or security related requests.
 - A# required for most requests
 - ID needed to request equipment

Note: Requests may need additional approval prior to new hire access granted or equipment request process. Please check Service Central for pending open tickets.

○ **Helpful resources:**

- [Electronic Access Request Knowledge Base article on HRConnect](#)
- [Badging and Access resources on the AKN](#)

● **Complete additional new hire setup tasks:**

- Announce new hire to department/team.
 - Notify other key partners.
 - Prepare any type of personalized "welcome to the team" card, sign or Care on the Spot (virtual) acknowledgement.
- Add to applicable email distribution lists once new hire has been processed in systems.
- Identify workspace needs.
- Develop a department-specific orientation and training plan for your new hire.
- Request supplies for new employee.
- Create a department-specific schedule.
- Assign a teammate or manager to have lunch with new hire on first day (*if applicable*).
- Assign a partner on the team if designated preceptors are not applicable/available for the role.
- If applicable, order business cards from [SMARTworks](#), nameplate and office supplies from Staples. For more resources on ordering office supplies and printed materials, go to the *AKN homepage > Tools > Frequenting Used Services and Systems > Office Supplies and Printed Materials*.

1 WEEK PRIOR TO START:

● **Watch for key communications from TA Support during new hire process:**

- Hiring Manager email communication, sent Friday prior to start date
- Candidate Day 1 email communication, sent Friday prior to start date.

● **Employee Welcome Call – Reach out to your new hire to discuss the following information:**

- Live virtual Welcome to Allina! session
 - This will take place 9–10:30 a.m. CST on Day 1.
 - New hire will receive the meeting link within their Day 1 communication the Friday before their first day.
 - They do not need to be at an Allina Health location to attend this session.
 - This session is required for your new hire to attend. If they are unable to attend, please have them attend a future Monday's session that aligns with their schedule. (Meeting link is the same reoccurring link every week.)
- Education modules on Day 1 via [Allina Health's Learning Hub](#)

- Setting up a touch point in the morning of Day 1
- First week schedule – shift and hours
- I-9 Form
 - Remind your new hire that their Section 1 of the I-9 Form must be completed and submitted by end of their first day of employment.
 - New hire must present **original unexpired** work authorization document(s) to their leader no later than three business days after their first day of paid work. The document(s) will be used to complete the Form I-9 Section 2. [View a list of acceptable Form I-9 documents.](#)
- Parking and commuting information
 - Review the [Parking and Commuting AKN page](#) to explore bike/bus routes and parking options for your site.
- Additional department/core skill training dates and times
- [Uniform and dress code expectations](#)
- Badging
 - Remind your new hire they will be taking a picture for their badge!
 - Complete and submit the [Badge Request Form](#). Badging is completed the first day and can not always be printed same day depending onsite, if employee is remote it will be mailed to their home.



Day 1+ tasks

THE FIRST DAY:

- **View the tasks below to help your new hire prepare for their New Employee Orientation from a remote location of their choice or onsite (as determined by you, their manager).**
 - Note: All new employees are compensated for an eight-hour day to complete Day 1 requirements.

For Leaders of Remote & Hybrid New Hires (local in the metro area)

- Review the [Know Before You Go Guide](#) for The Commons.
- Identify someone to meet your new hire at Commons to pick up equipment and welcome them to Allina Health.
- Physically examine the new hire's work authorization document(s) and Complete Section 2 of Form I-9. The employee must first submit Section 1 of Form I-9 for the task to appear in your inbox in [Workday](#).
 - **The I-9 process must be completed no later than three business days from the employee's first day of paid work. Failure to complete the I-9 by the deadline will result in termination.**
 - Review the [How to Complete an I-9 Form - Manager Guide](#) Knowledge Base article in Workday.
 - Review the [How to Set Up And Maintain Delegations in Workday](#) Knowledge Base article in Workday.
- Instruct your new hire to review and acknowledge their Wage Statement in [Workday](#).
- Recommend your new hire reviews the [New Hire Onboarding Roadmap](#), including the [New Hire Onboarding Checklist](#).
- If your new hire is scheduled for additional training on Day 2, please ensure they are able to log in for their virtual learning at the scheduled time. Late arrival may result in rescheduling the session(s) if this is the first class in a series.

- Have coffee or lunch with your new hire, using your [Team Building Account](#), administered through ThrivePass, for reimbursement. View [Day 1 Connection Guide](#) for some ideas on how to connect with your new hire.
- Have your new hire return to their remote work location to complete compliance modules.

For Leaders of Remote New Hires (outside of local travel)

- If your new hire has been identified by TA Recruit as a remote hire needing Form I-9 completion support, you will be contacted by a member of the TA Compliance team prior to your hire's start date with more information.
- Complete the new hire's work authorization document(s) and Complete Section 2 of Form I-9. The employee must first submit Section 1 of Form I-9 for the task to appear in your inbox in [Workday](#).
 - **The I-9 process must be completed no later than three business days from the employee's first day of paid work. Failure to complete the I-9 by the deadline will result in termination.**
 - Review the [How to Complete an I-9 Form - Manager Guide](#) Knowledge Base article in Workday.
 - Review the [How to Set Up And Maintain Delegations in Workday](#) Knowledge Base article in Workday.
- Instruct your new hire to review and acknowledge their Wage Statement in [Workday](#).
- Recommend your new hire reviews the [New Hire Onboarding Roadmap](#), including the [New Hire Onboarding Checklist](#).
- If your new hire is scheduled for additional training on Day 2, please ensure they are able to log in for their virtual learning at the scheduled time. Late arrival may result in rescheduling the session(s) if this is the first class in a series.
- Schedule a virtual connection or virtual lunch with your new hire. View [Day 1 Connection Guide](#) for some ideas on how to connect with your new hire.
- Send a Care on the Spot from the AKN homepage, if appropriate.

For Leaders of Onsite New Hires

- Ensure someone from your department will meet the new hire onsite to welcome them to Allina Health.
- Physically examine the new hire's work authorization document(s) and Complete Section 2 of Form I-9. The employee must first submit Section 1 of Form I-9 for the task to appear in your inbox in [Workday](#).
 - **The I-9 process must be completed no later than three business days from the employee's first day of paid work. Failure to complete the I-9 by the deadline will result in termination.**
 - Review the [How to Complete an I-9 Form - Manager Guide](#) Knowledge Base article in Workday.
 - Review the [How to Set Up And Maintain Delegations in Workday](#) Knowledge Base article in Workday.
- Instruct your new hire to review and acknowledge their Wage Statement in [Workday](#).
- Complete and submit the [Badge Request Form](#).
 - Badging is completed the first day and not can always be printed same day, depending on site. If employee is remote it will be mailed to their home.
- Recommend your new hire reviews the New Hire Roadmap and New Hire Checklist.
- If your new hire is scheduled for additional training on Day 2, please ensure they are able to log in for their virtual learning at the scheduled time. Late arrival may result in rescheduling the session(s) if this is the first class in a series.
- Schedule coffee or lunch with your new hire – consider using your [Team Building Account](#), administered through ThrivePass, for reimbursement. View [Day 1 Connection Guide](#) for some ideas on how to connect with your new hire.

Additional Tasks for Leaders of Union Employees

- If you have a Union employee, please have them connect with their Union or local Union Steward to successfully complete information required by their Collective Bargaining Agreement. Failure to timely complete the required information such as information for dues collection for their Union may result in termination of their employment.

- **Allina Health Learning Hub**

- Your new hires will automatically be enrolled in all required education based on the job hierarchy details from Workday. Your new hire can expect to see all applicable education in their Allina Health Learning Hub profile on their effective date of hire date. All new hires must complete the following education modules for Day 1:
 - Welcome to Allina! attestation (attendance confirmation for Welcome to Allina! live virtual session)
 - Allina Health Compliance
 - Emergency Codes and Utility Failures
 - Employee Right to Understand
 - Environmental Management and Hazardous Waste
 - Active Violence Event Preparedness
 - Respectful Workplace Education
 - Allina Health Stroke Code Process (if applicable)
 - Initial Restraints Education for Hospital Staff (if applicable)
 - Facilitate the Organ Donation Referral Process (if applicable)
 - Introduction to Excellian HNO (if applicable)
 - Infection Prevention (if applicable)
- Our Commitment to Care - Working Together for Safe and Reliable Care - Universal Skill Training will be auto enrolled and new hire will need to select the date and time that will work best for their schedule
- New hospital nurses needing Allina Health Nursing Orientation will be automatically enrolled and Speciality Excellian courses are enrolled by Learning and Development Operations.
- If your new hire is unable to complete their compliance modules, we instruct them to contact their Hiring Manager as soon as possible.

- **Complete these tasks within the first two weeks of your new hire's employment:**

- Share additional training based on your department orientation plan, as needed.
 - Orientation Quick Guides are available on the AKN to assist leaders of new employees in Hospital, Clinic, Home Care Services, Lab and CKRI departments in assigning orientation education to new employees.
- Provide an overview of *HRConnect* and employee resources.
- Have your new hire review the [30-Day Benefits Checklist](#).
- Review the [Kronos Employee User Guide](#) and create schedule patterns on timecard (if applicable).
 - If your new hire will be a timekeeper (timecard approver/processor or scheduler), enroll in LMS Kronos Scheduler training, course id: ALCTKRNSCH.
- Review the [Attendance Policy](#) and [PTO Policy](#).
- Provide an organization/department/team overview, including tour (if applicable).
- Review safety and security procedures.
- Coordinate meet-and-greet meetings with the team.

- **Finally, return to your [Leader of New Hire Onboarding Roadmap](#) for next steps to continue supporting your new hire throughout their first year.**