# NEW HIRE REMOTE ONBOARDING

## EMPLOYEE USER GUIDE

## Purpose

M Health Fairview is committed to creating an exceptional onboarding experience for you. The purpose of this resources is to provide onboarding information and guidance to employees who will be working remotely.  Use this tool in addition to other resources found at https://odandl.org/resources/new-employee-resources/ and https://mnfhs.sharepoint.com/sites/RemoteWork

If you ever have questions or need additional support throughout your onboarding experience, please reach out to your manager.

## Tasks during Monday of your First Week

| What you'll need to accomplish | Your Go-To Person | Timeline |
|---|---|---|
| For new employees or employees who worked for the organization more than 12 months ago<br>• Attend New Employee Welcome<br><br>For transfers or employees who worked for the organization less than 12 months ago<br>• Work with your manager on logistics for Monday | Organizational Development & Learning<br><br><br>Manager | Monday |
| Receive M Health Fairview computer log-in, email address, and person number<br>• These are used to log in to Netscaler AAA, Citrix Gateway, Outlook, Lawson, Total Rewards | Organizational Development & Learning | Monday |

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### Tasks during Tuesday and beyond of your First Week

| What you'll need to accomplish | Your Go-To Person | Timeline |
|---|---|---|
| For new hires scheduled for Nursing Core, Pharmacy, Lab, Behavioral Health, and Primary Care Orientation<br>• Attend position specific training<br>• Communication and details will be sent from the orientation programs directly to you<br><br>For new hires **NOT** scheduled for Nursing Core, Pharmacy, Lab, Behavioral Health, and Primary Care Orientation<br>• Work with your manager on logistics for Tuesday | Varies<br><br><br>Manager | Tuesday |
| Retrieving technology equipment<br>• Meet onsite with manager to gain access to necessary technology equipment<br>• Log into programs to test access while connected to the network<br>• For IT support, utilize the IT Intranet webpage or call Technology Service Center (612-672-6805) | Manager | Tuesday and beyond |
| Create connections with your leader and team<br>• Utilize the entire suite of resources for remote workers<br>• Review the Connecting through remote work tool<br>• Participate in virtual check-ins with your leader and other team members, both morning and afternoon | Employee | Tuesday and beyond |
| Ask questions about the remote work culture:<br>• What are typical working hours?<br>• What are team norms for remote meetings?<br>• What are the collaboration tools I'll have access to?<br>• Any useful tips for using these tools?<br>• What other technology systems (websites, file drives, online tools, etc.) do I need to learn? | Employee | Tuesday and beyond |
| If needed, complete an online ergonomic assessment | Employee | Tuesday and beyond |
| Work with your leader to complete Department Checklist | Manager and Employee | Within first 30 days |

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