**Leader Name**

Leader Title & Employee ID

[Firstname.Lastname@wellstar.org](mailto:Firstname.Lastname@wellstar.org) (123)456-7890

**Hiring Leader Name**

Hiring Leader Title & Email

Key Contact Info for hiring leader & support person

**Direct Leader (DL)**

The hiring leader owns the onboarding process to ensure the new hire has the time, support, and resources to be successful from day one. It is critical that the hiring leader blocks time to ensure the new leader can focus on onboarding before assuming day to day responsibilities.

**Action:** Refer to Strategic Onboarding Plan (p.2) and Detailed Onboarding Schedule.

**Pre-Hire**: Complete Detailed Onboarding Schedule & share with New Hire. Assign support person or “buddy for new leader.

**Day 1**: Send Welcome message to new leader

**Day 2**: Review Onboarding Plan and Schedule with New Hire

**Week 1:** Build the foundation for Success by acclimating New Hire to Wellstar culture and team members.

**Week 2:** Schedule meetings w/ key stakeholders, and review updates and plans on key projects.

**30 Days:** Support New Hire to accelerate learning and develop relationships.

**60 Days:** Help New Hire identify quick wins.

**90 Days:** Support the New Hire’s understanding of strategic plan and how to support and align business initiatives and culture.

**HR Leader (HR)**

The HR leader checks in with the hiring leader and the new director to make sure onboarding within the department/unit is successful and briefs new director on the history of trust within their org.

**Action:** Refer to Strategic Onboarding Plan and Detailed Onboarding Schedule.

**Pre-Hire**: Partner with Hiring Leader to complete Onboarding Plan.

**Week 1:** Meet and Greet with New Hire.

**30:** Check in on to make sure new hire has registered or completed New Leader Orientation

**60:** Check in with hiring leader and new director on completion status of onboarding plan.

**90:** Check to make sure new hire has a development plan and career development goals discussed.

**New Hire (NH)**

Your first 90 days is focused on assimilation with the new role, team, and Wellstar. Our goal is to help you learn about Wellstar’s culture and prepare you to be successful and productive. This is about you, so ask questions, dive in, and let us know what you need.

**Action:** Review Strategic Onboarding Plan and Detailed Onboarding Schedule.

**Day 2**: Review Onboarding Plan and your Detailed Onboarding Schedule with your Leader

**Week 1:** Orientation

**30:** Learn and Assess – learn about Wellstar’s strategy, systems, and processes.

**60:** Demonstrate Insight – what have you seen, what needs to change, identify opportunities for improvement

**90:** Ownership & Action – take action and make an impact

**Support Person or Buddy (SP)**

The Support Person or Buddy meets with the new leader on Day 1 and helps get them familiar with their location, department, and team. This will be a go to person for the new leader with questions and support

**Action:** Review Page 3 to ensure new hire has resources needed.

**Roles and Responsibilities**

Our Mission

To enhance the health and well-being of every person we serve.

Our Vision

Deliver world-class healthcare to every person, every time.

Our Values

We serve with compassion.

We pursue excellence.

We honor every voice.







**Strategic Onboarding Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Responsibilities** | **Week 1**  **Orientation** | **30 Days**  **Learn and Assess** | **60 Days**  **Demonstrate Insight** | **90 Days**  **Ownership and Action** |
| Wellstar Culture and Strategy | * Mission, Vision, Values (DL or SP) * Wellstar History (DL or SP) | * Wellstar Strategy (DL) * Review Wellstar systems and processes (DL) * Discuss leader expectations and Values in Action (DL) | * Review Wellstar Strategy a second time and identify knowledge gaps/questions from new leader (DL) | * Gather feedback from leader and peers on acclimation (NH) |
| Team (leader, Direct Reports, Peers) | * Direct Report meet and Greets (NH) * Discuss what brings you joy at work (DL/NH) | * Round at Location(s) (NH) * Schedule regular meetings with leader; establish working norms (DL) | * Review Performance of team and GPTW trends (HR or DL) * Identify pain points and how to address (DL) | * Update Team Goals and Development Plans (NH) |
| Functions and Customers | * Identify key Functions and Groups/ Customers (DL) | * Review Data and Needs (DL) * Start Meet and Greets (NH) | * Continue Meet and Greets (NH) * Review of possible key wins (DL) | * Discuss key initiatives (NH) |
| Projects and Programs | * Review roles and Responsibilities (DL) * Review key projects or programs (DL) | * Attend Status updates (NH and DL) | * Review plans, milestones, issues (Team) | * Review plans, milestones, issues or Re-align as needed (NH) |
| Financials and Business Partners | * Review budgeting process and financial point of contact (DL) | * Review budget with finance (NH) | * Identify areas requiring action (NH) | * Review budgeting process a second time (DL) |
| Personal Development | * Attend Day 1 Orientation (NL) * Attend Day 2 Orientation (NL) * Complete required training (NL) * Prepare your Wellstar Story (NH)   + What brought you to Wellstar?   + Your strengths and experience?   + What do you hope to accomplish? | * Attend New Leader Orientation (NH) | * Reflect on interests and strengths and weaknesses list out (NH) | * Have career development focused 1:1 and create Individual Development Plan (DL and NH) * Confirm IDP created an career development goals discussed (HR) |

**Hiring Leader Name**

Hiring Leader Title & Email

Key Contact Info for hiring leader & support person

**Leader Name**

Leader Title & Employee ID

[Firstname.Lastname@wellstar.org](mailto:Firstname.Lastname@wellstar.org) (123)456-7890

Direct Leader (DL), New Hire (NH), HR Leader (HR)

New leaders should get to know critical stakeholders, who they are, what they and their function do, and how the new hire will interact with that function. Below are a few key areas. Refer to your **Detailed Onboarding Schedule** to determine when you might meet with each function.

* Department / Function Introductions
* Operational Leaders / Direct Reports
* Physician Partners
* Data Analytics
* Compliance (system & site)
* Legal (System)
* Finance (System & Site)
* Marketing
* Purchasing
* HR
* Talent Management / Organizational Learning

Set up for logistics and tactics:

* OneID account
* Workspace and keys
* Computer
* Cell Phone
* Business Cards
* VPN Access
* Relevant System Access
  + Onbase
  + UKG (Timekeeping)
  + Workday
  + Recruiting
  + Onboarding Status Dashboard
  + Compensation
  + Supply Chain
  + Reporting
  + Dashboards (Distribution Lists)
* Access to Shared Drives & SharePoint
  + Etc...
* Facility Tour
* Conference Room Locations
* Local contacts, Security, EVS, etc.
* Printing
* Mailbox
* Office supplies
* Brand Resource Center
* New Leader Orientation (NLO)
* Shared Drives

**Key Meetings to Schedule**

**The Essentials Checklist**

**Important Contacts**

|  |  |
| --- | --- |
| Leader | |
| First Last | Title, Contact Information |
| Direct Reports | |
| First Last | Title, Contact Information |
| First Last | Title, Contact Information |
| First Last | Title, Contact Information |
| First Last | Title, Contact Information |
| Colleagues | |
| First Last | Title, Contact Information |
| First Last | Title, Contact Information |
| First Last | Title, Contact Information |
| First Last | Title, Contact Information |
| Support Resources | |
| IT Service Desk | 470-956-6000 |
| Local Security | 470-956-XXXX |
| Your HR Contacts | |
| Your HR VP | Contact Information |
| Benefits | Contact Information |

**Detailed Onboarding Schedule**

**New Hire Goals**

* Connect and build trust with your team
* Learn the organization and build partnerships with your colleagues and stakeholders
* Assess the business and develop plans to maintain or improve performance

|  |  |
| --- | --- |
| **Week** | **Meetings** |
| Week 1  X/XX - X/XX | Day 1: New Employee Orientation (TMCO)  Day 2:  Day 3:  Day 4:  Day 5: |
| Week 2-4  X/XX - X/XX | Check-in with Direct Leader  **30-Day Check-in with Leader** |
| Week 5-8  X/XX - X/XX | Internal Stakeholder Meetings  **60-Day Check-in with Leader** |
| Weeks 9-12  X/XX - X/XX | Internal Stakeholder Meetings:  **90-Day Check-in with Leader** |

**Key Stakeholders**

|  |  |  |  |
| --- | --- | --- | --- |
| **Leader** | **Title** | **Status** | **Notes** |
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**Facilities to Round on**

|  |  |
| --- | --- |
| **Top Priority** | **Additional Facilities** |
| Facility 1, Location  Facility 2, Location | Facility 1, Location  Facility 2, Location |

**Internal Meetings -** Recurring Team, Governance, Project, Committees, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting** | **Attendees** | **Date of Meeting** | **Meeting Leader** | **Notes** |
| **A-Team Meeting** |  |  |  |  |
| **Daily Huddles** |  |  |  |  |
|  |  |  |  |  |
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**Pre-Hire Communications Plan (Direct Leader) -** Announcements to team, organization, key stakeholders, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Audience** | **Responsible** | **Notes** |
|  |  |  |  |  |
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