

Onboarding Timeline For Hiring Leaders



Pre-Hire

- ☐ Visit welcometowellstar.com/leaders for onboarding resources.
- ☐ Request all necessary technology, resources, and system access
- ☐ Create a detailed onboarding schedule and share it with the new hire.
- ☐ Review the onboarding plan and schedule with them before their first day

Week 2

- ☐ Share your team's recent successes and future goals with your new team member
- ☐ Schedule check-ins with the leader to set expectations and lay the groundwork for success.

60 Days

- ☐ Celebrate 60 days on the team!
- ☐ Make sure they understand their role and day to day functions
- ☐ Confirm the new hire has entered their personalized performance goals in Workday.
- ☐ Encourage engagement with Wellstar's culture by supporting relationship-building across teams.

Week 1

- ☐ New team member attends TMCO and Facility Orientation
- ☐ ID badge is picked up
- ☐ Epic training if required
- ☐ Ensure completion of all required training.
- ☐ Present the onboarding schedule to the new hire during their first day on-site
- ☐ Begin introductions to team members, their preceptor/trainer or onboarding buddy, and key contacts

30 Days

- ☐ Celebrate 30 days on the team!
- ☐ Meet with the new team members preceptor/trainer to check on their progress
- ☐ Support the new hire in deepening their knowledge and building relationships.
- ☐ Reinforce Wellstar's Mission, Vision, and Values
- ☐ Begin conversations about development opportunities and collaboratively define tailored performance goals for the fiscal year.

90 Days

- ☐ Celebrate 90 days on the team!
- ☐ Reinforce confidence as the new hire transitions to full productivity.
- ☐ Continue prioritizing growth, development, and deeper integration into the Wellstar community.



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