



The Leader's Onboarding Guide for New Team Members

Congratulations on Hiring Your New Team Member!

As a leader, you set the tone for how new team members experience Wellstar from day one.

A thoughtful, structured onboarding process helps them get comfortable, make connections, and start contributing with confidence.

To make that easier, the New Team Member Experience team in Talent Management created this guide to support you and anyone helping with onboarding. It walks you through key steps to introduce new hires to their roles, the team, and Wellstar's culture.

New team members show up excited and ready to dive in—they want to feel welcomed, informed, and valued. Those first few interactions with you have a lasting impact. When you take the time to guide them through a great start, you're building engagement, improving retention, and strengthening the Wellstar community. Visit WelcometoWellstar.com/Leaders for onboarding resources.

What's Included in this Guide:

- Why Onboarding Matters
- The Role of the Hiring Leader
- Role of the Onboarding Buddy
- Helpful Links for the Leader

Importance of Onboarding

Your role in onboarding is about more than just checking boxes—you're shaping how a new team member feels about their future here.

The first 90 days really matter. It's when new team members are figuring things out, deciding if they feel like they belong, and thinking about whether this is the right place for them. It's also the time when they're most likely to leave if things don't click. Early support and connection go a long way.

Helping new team members feel confident and connected from the start is a Wellstar expectation. Proper onboarding builds trust, strengthens your team, and cuts down on the costs and stress of early turnover. It also sends a clear message: at Wellstar, we care about our people and we're serious about setting them up for success.

The Role of the Hiring Leader

- Help your new team member get comfortable with how things work in your department—from daily routines to team culture and expectations.
- Make them feel welcome and connected so they stay excited about joining your team and confident in their decision to be part of Wellstar.

Welcoming, Connecting, and Setting Up for Success

Your role in onboarding sets the tone for a new team member's entire experience.

You're the go-to person who helps them feel supported, connected, and confident from day one. That means providing hands-on coaching, showing them the ropes, introducing them to key people, helping them understand the workflow, and demonstrating our Wellstar values. When you invest that time early on, you're not just helping them succeed—you're helping them feel like they truly belong.

Pre-hire

A great employee experience starts even before day one.

There's often a gap between when someone accepts an offer and when they start—so reaching out early makes a big difference. It helps new hires feel welcome, valued, and excited to join the team.

It's a good time to start prepping for the new hire as soon as you know their start date. A little planning goes a long way to creating a smooth and positive first impression.

- **Send a welcome message:** Use the Sample Welcome Message using the new team member's personal email or personal cell phone number to confirm their start date and share a few helpful tips. Personalize it to show your excitement and set the tone.
- **Make it personal:** Ask the preceptor, trainer, or onboarding buddy to send a quick welcome email, video, or make a friendly call. That early connection helps new hires feel more confident and already part of the team.

Week 1

Go over the required learning for their first week, especially anything they need to complete before starting on the unit or caring for patients. This includes:

- Day 1 TMC Virtual Session
- TMC Online Learning Module (due on day 1 by 5:30 p.m.)
- Facility orientation (Tuesday)
- Week 1 Virtual Clinical Orientation Modules (for clinical roles)
- Epic training, role-specific modules in Workday, and any other virtual training (depending on the role)

Start introducing them to the team, their onboarding buddy, preceptor, and anyone else they'll be working closely with.

Week 2

Set up time for them to meet with key people they'll collaborate with and discuss what success in their role looks like.

30 Days

Help them keep building momentum. Encourage connections with people across the team, and start talking more about Wellstar's culture, mission, vision, and values.

60 Days

Support them in setting meaningful goals and use those goals to track their progress and confidence in key tasks. Keep encouraging relationship-building and learning across the organization.

90 Days

At this point, they're finding their rhythm. Keep cheering them on. Focus on their growth in the role and help them learn more about the Wellstar Health System. This is where they really start stepping into their full potential.

Orientation Vs Onboarding

Orientation is just the beginning of the onboarding journey.

It gives new hires the basics—like Wellstar’s policies and what to expect as they get started. From there, onboarding continues over the next 90 days, helping team members settle into their role, get to know their department, and feel at home to the Wellstar culture. It’s all about making sure they feel supported, connected, and ready to make an impact.

Responsibilities of the Onboarding Buddy

The Onboarding Buddy is someone the Hiring Leader picks to help a new team member feel at home.

They’re a friendly, supportive teammate—not a trainer or preceptor—who’s there to answer questions, offer encouragement, and help the new hire get comfortable in their new role.

Some ways the onboarding buddy might help include:

- Grabbing lunch or coffee to break the ice and build a connection
- Introducing the new team member to people around the unit
- Sharing helpful tips about how things really work—like team dynamics, equipment, or where to find the good snacks

By being a go-to person during those early days, the Onboarding Buddy helps create a warm, welcoming vibe to ensure the new hire feels connected and ready to succeed.

Helpful Links

- [Leader Resource Guide on SharePoint](#)
- [New Team Member Onboarding Site \(welcometowellstar.com\)](#)
- [Hiring Leader Pre-Start Know, Share, Do](#)
- [Hiring Leader Welcome Email to Team Members](#)
- [Hiring Leader Onboarding Checklist from Pre-Arrival through 90 Days](#)