



New Team Member Orientation

Welcome to the DeKalb Health Family!! When you arrive for orientation please report to the conference room, which is located on the 3rd floor of the **1314 Medical Office Building**. The Medical Office Building is on the south side of the hospital, off of 7th Street in **Parking Lot C**. The conference room is directly across from the elevators on the 3rd floor. Orientation will be 9:00am - 12:00pm. Refreshments and light snacks will be provided.

Orientation will include discussions regarding the Mission, Vision and Values of DeKalb Health along with information relevant to new team members. Lunch will be provided and you will be joined by some members of the Senior Leadership Team for a meet and greet. Dress code is business casual. Please note that our dress code **does not** allow jeans to be worn. You may also want to bring a sweater or light weight jacket as the room temperature can be cool in the conference rooms.

We've provided a checklist below to assist you in preparing for your onboarding process.

Please print and complete each document in its entirety. Use this checklist to ensure you have completed all documents and bring to your first appointment. Give completed documents to Human Resources.

Please note that any lacking information will delay the onboarding process and potentially postpone your date of hire.

- New Team Member Orientation
- Privacy & Compliance Statement
- Consent to Photograph, Voice Recording, or Video Tape
- Team Member Personal Information Form
- I-9 – *See last page of I-9 for a list of acceptable documents and bring documents to first appointment with HR*
- Form W-4
- State of Indiana Employee's Withholding Exemption and County Status Certificate (*State tax form for Indiana*) **or** State of Ohio Employee's Withholding Exemption Certificate (*State tax form for Ohio*)
- Direct Deposit Authorization Form (*include voided check if possible*)
- Bring a copy of your licensure, educational transcripts, certificates, etc. if required for your position
Ex. **BLS, ACLS, PALS, NRP**
- RQI New Team Member Form (BLS, ACLS, PALS Criteria)
- Immunization Records per New Hire Employment Health Requirements form

Feel free to contact me if you have any questions.

Shannon Dircksen

HR Generalist

(P) 260.920.2806 (E) sdircksen@dekalbhealth.com