

Navigating Pre-Boarding at CHKD: What to Expect

(New Employee Pre-boarding Guide)

Introduction	Congratulations on your new position and welcome to CHKDHS! As part of your pre-boarding, there are a few tasks to complete before you start.
Purpose	This document highlights what to expect and contains information that guides you through your pre-boarding process. Please read this document in its entirety
Procedure	Below are steps for completing your pre-boarding. Your pre-boarding consists of electronically completing new employee forms, completing the I-9 process, providing documentation for credentialing, providing a photo for your badge, and an in person pre-employment health screen.

NOTE: If you do not complete the items listed below and/or do not submit the required documentation needed, your start date MAY be delayed.

Step	Action	Additional Information
1	Receive a Welcome email	This email begins your pre-boarding process, it includes: <ul style="list-style-type: none"> Your pre-boarding guide, “Navigating Pre-boarding at CHKD: What to Expect” “Focus on Benefits” – Benefits Overview
2	Read “What to Expect”	Detailed pre-boarding instruction guide
3	Complete all new employee forms, sign electronically and submit online	New employee forms are located on your profile dashboard . <i>Note: By submitting the new employee forms electronically, you agree that your typed name will be submitted as an electronic signature and shall have the same force and effect as your written signature. By submitting your electronic signature you certify under penalties of perjury that all information provided by you is correct and complete to the best of your knowledge.</i>
4	Receive pre-employment health screen information from HR	Once HR has reviewed your employee forms, you will be contacted to schedule your pre-employment health screen. <i>(This Health Screen asserts you are able to perform the essential tasks of your job without undue risk to you or CHKDHS’ patients)</i> After your pre-employment health screen is scheduled, you will receive an email that will include: <ul style="list-style-type: none"> Your pre-employment health screen appointment Confirmation Attachments to take with you to your appointment (Health Screen packet) Instructions for completing the remainder of your virtual pre-boarding <i>Note: Your pre-employment health screening includes a urine drug screen, current immunization updates/antibody titers, TB Surveillance, and Flu Vaccine (during flu season). Our Occupational Health team will address any current immunization updates required.</i>
5	Complete the remainder of your virtual pre-boarding tasks prior to your health screen appointment	Before the day of your pre-employment health screening, complete the tasks outlined in the email confirmation you received <i>(referenced in Step 3 above)</i> . Tasks include: <ul style="list-style-type: none"> Finish I-9 with remote verification Submit a suitable picture to be used for your badge Submit required documents relevant to your role (diploma, licenses, certifications, etc.)
6	Bring the required documents to your Pre-employment Health Screen appointment	You are required to bring the following to your pre-employment health screen appointment: <ul style="list-style-type: none"> Completed Health Screen Packet Valid picture ID Any current immunization documentation you have, including recent Flu Vaccine

Navigating Pre-Boarding at CHKD: What to Expect, Continued

New Employee Pre-boarding Forms to look For

The pre-boarding documents below should appear on your profile dashboard.

- Offer Letter
- Job Description Attestation
- Parking Information
- Employee Data & Substance Abuse Policy
- Influenza Vaccine Acknowledgement
- I.S. System Access and Confidentiality Acknowledgment
- Benefits & Retirement Acknowledgment
- Direct Deposit Attestation
- Conflict of Interest (If applicable)

New Employee Orientation

What you need to know about New Employee Orientation

Format	To give you the best experience, Day 1 of New Employee Orientation will be held in person.
Be on the Lookout for	An email from our Learning & Organization Development team containing Orientation information. You should receive this information a few days prior to your first day.
Location	Towne Bank Tower 3 Commercial Pl, Norfolk, VA 23510

*Masks will be available for those who wish to wear them

Your First Day

Things to know for your first day of work at CHKDHS

Where to Report (<i>Review this table for first-day reporting information</i>)	
If You Start	Then Report to
The day of New Employee Orientation	Day 1 Orientation will be held in the: Towne Bank Tower 3 Commercial Pl, Norfolk, VA 23510
Prior to New Employee Orientation	Your department (<i>your Manager will provide this information to you prior to your first day</i>)
Where to Park	
If Your Located in	Then Parking
Towne Bank Tower (Day 1 Orientation)	This information will be provided prior to your first day
Main Hospital	Your Manager will provide this information prior to your first day
Medical Towers/ NDC/Redgate	Instructions will be provided by your manager prior to your first day
Offsite	Building parking lot

Questions

For

- Pre-Boarding or Pre-Employment Health Screening email: Pre-Boarding@chkd.org
- Mental Health Pre-Boarding email: MHPre-Boarding@chkd.org
- New Employee Orientation, Call: Learning & Organization Development at 757-668-6969
Email: NewEmployee.Orientation@chkd.org