MetroHealth

New Hire Checklist (Clinical & Non-Clinical)

This checklist is a resource for personal use to guide you through the onboarding process. It does not need to be turned in.

COMPLETE BEFORE START DATE

Note: If these items are not completed by the due date, your start date will be pushed back.

Activity/*Due Date*	Where to Go/How to Complete	Complete
Pre-Employment Appointment *Two Fridays before start date*	At Main Campus, Employee Health Clinic CLICK HERE: Schedule your Appointment	
Background check and employment/education verifications *Two Fridays before start date*	Check your email inbox (including spam) for a message from no-reply@corporatescreening.com and follow the instructions in the body of the email.	
Offer Letter and Job Description: Print, sign, and send to welcome@metrohealth.org *ASAP or will be collected on start date*	Check your email inbox for a message from welcome@metrohealth.org with subject header: New Hire Welcome Onboarding Email.	
Electronic Forms (Employee Data Sheet & Statement about Social Security) *ASAP or will be collected on start date*	Located on New Hire Portal in Section 2, Column 1.	

MANDATORY

Activity/*Due Date*	Where to Go/How to Complete	Complete
I-9 Employment Eligibility *Due within 3 days of start date or you will be terminated*	To complete this, you **must bring authorized form of ID and proof of work authorization on day 1**. Check your email for a message from donotreply@lawlogix.com titled: "Your MetroHealth I-9 account has been created" and follow the instructions.	
Direct Deposit *Due by Friday of first week*	Review the instructions on the New Hire Portal in Section 2, Column 3. NOTE: You must be logged into the Network to complete.	
Beneficiary Designation *Due at time of benefits enrollment*	Located on the New Hire Portal in Section 2, Column 1.	

OPTIONAL

Activity/*Due Date*	Where to Go/How to Complete	Complete
Dependent Verification form *Due at time of benefits enrollment*	Located on the New Hire Portal in Section 2, Column 1.	
Prior Public Service	Located on the New Hire Portal in Section 2, Column 1.	

Required Education (LEAP) Modules – Due by end of first day	
Login instructions and tip sheet are found on the New Hire Portal in Section 3.	
Module Name	**Complete**
[20XX Core] Workplace Harassment: Understanding and Prevention	
[20XX Core] Ohio Ethics for New Hires	
[20XX Core] Hospital Preparedness and Emergency Management	
[20XX Core] Environment of Care	
[20XX Core] Infection Prevention	
[20XX Core] Code Silver (Active Shooter Safety)	
[20XX Core] Drug Free Workplace	
[20XX Core] Co-Creating an Inclusive MetroHealth	
[20XX Core] Medical Equipment Safety	
[20XX Core] Protecting Patient Privacy	
[20XX Core] MetroHealth Policy Review	
[20XX Core] Hazardous Material Safety	
[20XX Core] Phishing Awareness	
[20XX Core] Reporting Compliance Concerns	
[Orientation] Online Hospital Orientation Bundle	