**Welcome to Trinity Health System!**

This letter contains all of the instructions you will need to assist you in preparing for your employment and orientation to Trinity Health System. Please follow these 3 simple steps to ensure a smooth onboarding process:

**1. Schedule your WorkCare appointment**

* All new employees are required to complete a drug test, lift test, and physical. Employment offers are contingent upon passing.
* Call (740) 264-0087 to set up your appointment.

**2. On the day of your WorkCare appointment, Human Resources requires copies of the following materials are brought to our office, which is located on the 8th floor of the West campus**:

* 2 forms of government ID (driver’s license, passport, Social Security Card, certified birth certificate)
* Any applicable licensure (RN license, RHIT Certification, ACLS, BLS, etc.)
* Transcripts or a diploma from your last educational institution
* Direct deposit form
* Please note that employee badge pictures will be taken at this time

**3. Attend General Orientation**

* Date: Will be provided by HR
* Time: 9:00AM – 4:30PM
* Location: West Campus - Sullivan Conference Room (2nd Floor)

**Nursing Orientation**

**Nursing Educators hold a centralized Nursing Orientation for all RNs, LPNs, NAs, ER Techs, EMTs, Paramedics** **and Patient Sitters. All Nursing Staff attend NO1 (Wednesday after G.O)**All RNs, LPNs, and ER Techs have an extended Nursing Orientation schedule that includes 2 days of Meditech training and 4 days of education pertaining directly to nursing roles. Those dates and times will be included on the letters provided during General Orientation.

**Contacts**

For more information and/or questions, please contact:

**Employment**

* Julia Cook, Manager, Talent Acquisition & Onboarding, juliacook@trinityhealth.com, 740-264-8313,
* Erin Mulrooney, Recruiter, erinmulrooney@trinityhealth.com, 740-264-8617

**General Orientation and Online Learning**

* Geno Taglione, Human Resources Generalist, genotaglione@trinityhealth.com, 740-264-8320
* Kathie Pasquarella, Director, Education & Training, kpasquarella@trinityhealth.com, 740-264-8380 (Online Learning)

We are pleased to have you join our Team of Professionals at Trinity!