



GENERAL ORIENTATION – 2023

	TOPIC	PRESENTER(S)
7:45 a.m. – 8:00 a.m.	Meet & Greet **Escort to Kirsch for photo to be taken for name badge	Facilitator/Security/Leader
8:00 a.m. – 8:20 a.m.	New Hire Paperwork – Computer Training Room #1 & 2	Talent Acquisition Team
8:20 a.m. – 8:25 a.m.	Move to Terry Wedmore/ Kirsch <i>Please be fully present and silence cell phones *ok for emergency purposes*</i>	Facilitator/Recruitment Staff
8:25 a.m. – 9:35 a.m.	MercyOne Culture	MercyOne Culture Facilitators
9:35 a.m. – 9:50 a.m.	Tag & Brag Photo @mercyone_iowa Break	Facilitator/ Education Team
9:50 a.m. – 10:10 a.m.	Mission, Core Values, Ethics, Spirituality, Community Benefits	Spiritual Care
10:10 a.m. – 10:25 a.m.	Complete Employment Paperwork Policies, Health Stream, Mandatory Requirements	Human Resources
10:25 a.m. – 10:45 a.m.	Benefits	Human Resources
10:45 a.m. – 11:00 a.m.	Payroll Process/Kronos	Human Resources
11:00 a.m. – 11:25 a.m.	Tax documents, Direct Deposit, Computer Training Room #1 & 2	Human Resources
11:25 a.m. – 11:45 a.m.	Parking/Name Badge	Security
11:45 a.m. – 12:00 noon	Administrative Welcome	Senior Leadership Team
12:00 noon – 12:30 p.m.	Lunch (Eat in Terry Wedmore or Kirsch)	Facilitator