Checklist for New Team Member Orientation

Prior to attending IU Health orientation, all new team members need to complete several important steps. This checklist is a tool to help you complete these steps before arriving on your first day.

1. Schedule your pre-employment health assessment by calling IU Health Ball Memorial Hospital Employee Health Services.
   - My appointment is scheduled for:_________ at _______am/pm.

2. Visit the E-Verify site to enter your information in the electronic I-9 document. Please refer to the e-mail you should have received from our vendor, service@i9advantage.com with the subject line of “Form I-9 Completion”.

3. Complete the online pre-orientation documentation requirements. Click for more information. Forms can be accessed by visiting the new team member website and clicking on the tab labeled “New Hire Forms”. You will be able to access the link one full business day (Monday – Friday) after receiving your offer letter.

4. Visit the IU Health New Team Member Website to view a welcome message from CEO, Dennis Murphy. Also you will learn more about the IU Health system and the team you are joining. Click for more information.

5. Learn about IU Health orientation, our signature program, and get prepared for the day. Click for more information.

6. Print directions and parking information. Click for more information.

7. Review the IU Health Uniform Program Guidelines for attire information. Attire for orientation is business casual. New team members whose professional image does not comply with the Look of Assurance standards will not be able to attend orientation. Click for more information.

8. Bring the following items with you to orientation:
   - I-9 Verification Documentation (examples: driver’s license and social security card or passport, etc.)

9. Visit the Look of Assurance Fitting Room. (uniformed team members) New team members who will be required to wear a uniform can visit the fitting room to try on and order their uniforms. The fitting room has many uniforms and team members are available to assist you with the ordering process. The cost of returns and exchanges is the responsibility of the team member, so it is important to visit the fitting room to ensure a proper fit and size.

10. IU Health Blackford Hospital Team Members: Day 2 Orientation. Team members who will be working at IU Health Blackford Hospital will also be attending Day 2 Orientation from 8:00 am – 12:00 noon on the day following orientation. The program will be held at IU Health Blackford Hospital. Please report to the Help Desk in the main lobby.