



Congratulations on your offer! As discussed in our conversation, there is now an Employment Offer awaiting your review in your Workday account at our career page.

Below are instructions to guide you through our hiring process.

☐ **Step 1. Review & Sign the Offer Letter within 24-48hours**

Your offer letter will be waiting for your signature by logging into your Workday account. You will receive an auto-generated Workday email with the link.

1. Once you are at the review document stage click on the blue **E-sign by Adobe Sign** button.
2. Next click on the yellow **Start** button and follow the prompts through signing your Offer Letter.
3. After signing the Offer Letter you must click the yellow **OK** button to complete this step.
4. You will then be taken through **2 additional tasks** that need to be reviewed
 - a. Update Personal Information – Date of Birth / Ethnicity / Marital Status / National ID – click Add button to enter in your Social Security Number

If every item was completed there should be **3 Green Check marks** () listed under the "Your Tasks" section.

☐ **Step 2. Review New Hire Portal**

All of the information you'll need to complete the onboarding process is located [here](#)
[New Hire Portal – Southeast Michigan | Trinity Health Michigan](#) on the New Hire Portal. **Please review in its entirety.**

The New Hire Portal includes the following topics:

- Before You Begin Employment
- Your First Week
- Benefits and Perks
- Additional Resources

☐ **Step 3. Complete Sterling Background Check**

You will receive an email from Sterling, our background check vendor, for completion. The email will come from a @fadv.com or @sterlingcheck.com email domain. Please ensure you are checking all your e-mail folders for this link. Please complete within 24 hours of receipt. This is an approved request, please do not delete. Please reach out to your recruiter or TA Coordinator with questions.

☐ **Step 4. Equifax I-9 Virtual**

The Form I-9 is a two-part document. This will be your first Workday inbox task. You'll be prompted to verify your IDs virtually using video for section 2. Follow the instructions on the New Hire Portal
<https://www.trinityhealthmichigan.org/careers/new-hire-portal/southeast-michigan/before-you-begin>



☐ **Step 5. Workday Login Information**

After signing the offer letter, you will receive a **Username and Temporary Password** to login to Workday: <https://www.myworkday.com/trinityhealth/login.html> to complete your inbox onboarding tasks. If you are unable to log-in, contact Trinity Information Systems (TIS) at 734-712-2288 for assistance.

If you are a rehire, you will receive an additional e-mail for reactivating your account.

Onboarding Tasks to complete prior to your start date, including (but not limited to):

- I-9 Form to indicate citizenship status (**must be completed before start date**)
- Direct Deposit
- Tax Forms
- Employment Agreements
- Benefit Enrollment, if eligible (have 30 days from start date to enroll)

****If you're having issues completing the inbox onboarding tasks, contact HR Shared Services at 1-877-750-4748**

☐ **Step 6. Attend Pre-placement Physical Appointment**

Attend the appointment you scheduled with your Talent Acquisition Partner during the verbal offer. This information can be found in the 'Welcome Email' sent to you after the verbal offer acceptance.

Pre-Placement Physical Appointment

- **Location:** Workplace Health

Bring the following items to your Workplace Health appointment:

- ✓ A photo ID - for Workplace Health drug screen purposes
- ✓ Immunization records for Workplace Health -
 - TB skin tests within the past 12 months; Any positive TB skin tests, chest X-Rays, TB treatment records
 - Documentation of rubella, rubeola, or MMR vaccines or titers
 - Documentation of Hepatitis B vaccines or titers
 - Documentation of Chicken Pox/Varicella vaccine, titer, or physician's statement
 - Documentation of Tetanus or Tdap vaccine
 - Documentation of Influenza vaccine
- ✓ Note - These records may be available through your family physician, school system, or Health Department. If you do not have these records, you may be required to receive the vaccine. We **do not** draw MMR titers. We only titer (lab draw) for varicella.
- ✓ Prior to your Workplace Health appointment, we would ask that you review and complete the forms at the following links. These forms are easy to complete on your cell phone or home computer.
 - Medical Evaluation Form <https://forms.office.com/r/2M01KQAeF5>
 - Latex Allergy Form <https://forms.office.com/r/6f4fAuGQ60>
 - Respiratory Clearance <https://forms.office.com/r/rsRKB1TBFB>



☐ **Step 7. Clear to Start Email**

You will receive an email (1-3 business days before your start date) notifying you that you are approved to start work. This email will include New Colleague Orientation schedule.

The first 1-2 days of orientation are completed at home (unless directed by your manager or education coordinator) using your own computer. If you do not have a computer, please notify your manager so other arrangements can be made.

Some new hires will complete the orientation at their worksite. You will be notified by your manager with the time/place to report on your orientation date if this applies to you.

If for any reason you are not cleared to start before the deadline, your TA Partner will notify you via email and provide next steps.

Once again, congratulations and we can't wait for you to join the team! -The Talent Acquisition Team