



Orientation Information

Overview: Most new team members will attend New Hire Welcome (NHW). This session will be conducted live via Zoom and will last approximately half a day. The date of your New Hire Welcome session will be communicated to you by your recruiter.

- **Be prepared!**
 - You will need a computer with internet access, a speaker and a microphone. Having your camera on is expected.
 - **When joining a video meeting with your camera turned on, be mindful of what appears behind you. It should be either:**
 - The environment that you are physically in (Children's office/touchdown space, home office, etc.)
 - A Zoom virtual background
 - **Important:** Whether you are in an actual office or using a virtual background, make sure that what is behind you and visible in the video frame is appropriate and professional.
 - For remote roles: the equipment you need will be provided to you. Your hiring leader will handle ordering these items and connect with you prior to your first day.
- **Instructions:** On the Thursday or Friday prior to your first day at Children's, you will receive an email from **NEW1@childrenswi.org** to your personal email address.
 - This email will give you information about your orientation program titled "New Hire Welcome." This program is a two-part, all-day virtual class.
 - **Part 1:** Virtual instructor-led **Zoom** session from 9 a.m. – 12:15 p.m.
 - **Part 2:** Self-guided completion of task list on Children's Connect (CW intranet) from 12:45 – about 4 p.m.
 - Join early to ensure all your equipment is working properly.
 - The Zoom link for NHW can be found in the email referenced above.
 - If you'd like more information on using Zoom, you can check out Zoom Help Support.
 - If you are unable to sign in to your Children's device for your New Hire Welcome session, you can contact the Children's IS Help Desk at (414) 337-4357.
 - After signing into the meeting, make sure that your display name is your first and last name for attendance purposes.

Note: Some leaders or orientation coordinators may have you come to a Children's location to complete New Hire Welcome, while others may encourage you to attend remotely. Please work with whoever is coordinating your orientation to confirm the best way for you to complete NHW and to confirm any other plans they have for you.