

NEW EMPLOYEE ORIENTATION

New Employee Orientation is an opportunity for new staff of Boston Medical Center to be introduced to the culture, policies and goals of BMC.

When and where is my New Employee Orientation?

- NEO is held on Mondays at 85 East Concord Street, first floor
- Registration begins at 7:45am
- Class is from 8:00am-4:00pm
- Human Resources Recruiters schedule employees for New Employee Orientation
- Check your offer letter or contact your Recruiter to find out your orientation date

What is expected of me at New Employee Orientation?

Timeliness: *Orientation begins promptly at 8:00 am.* Just like any other day of work, employees are expected to be on time. Orientation is mandatory for all new employees. If you miss any segment of orientation, you must be rescheduled for an entire upcoming class.

Appropriate Dress: *BMC employees are expected to dress professionally at all times.* The dress code will be explained during orientation. Examples of inappropriate dress include: shorts, tank tops, clothing with slogans or suggestive themes, revealing clothing, jeans, athletic gear or sneakers.

Participation: Orientation is an opportunity for you to learn about Boston Medical Center and meet other new employees. We encourage you to ask questions, actively participate, and learn something about your new coworkers.

What will I learn?

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| Benefits | Employee Relations | Meet Union Representatives* |
| BMC History and Mission | HIPAA | Risk Management |
| Corporate Compliance | Infection Prevention | Safety |
| Customer Service | Interpreter Services | Security |
| Diversity and Cultural Competence | HR Policies | Transportation and Parking |

**Unit Coordinators, Registered Nurses and Certified Nursing Assistants will meet their Union Representatives at their job-specific orientations.*

What should I do if I need to reschedule my Orientation date?

- Contact your Recruiter as soon as possible
- In an emergency, call the Human Resources Receptionist at (617) 638-8582

What about Parking?

- If you park at the 710 Albany Street Garage, the Parking Office will validate your parking on the day of New Employee Orientation.

What are the consequences if I don't attend Orientation?

- All new employees (full-time, part-time, per diem, or temporary) must attend orientation
- If an employee misses orientation once, they will be rescheduled for a future orientation
- **Missing orientation two times will result in termination from BMC**

If you have questions, call the Human Resources Receptionist at (617) 638-8582.