

# NEW EMPLOYEE ORIENTATION

*New Employee Orientation is an opportunity for a new employee to be introduced to the culture, policies and goals of Boston Medical Center*

## When and where is my New Employee Orientation?

- **NEO is held on Mondays at 85 East Concord Street, 1st floor, Human Resources Training Room**
- **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 classmates.

## What will I learn?

**Benefits Infection Control Respirator Fit Tests Corporate Compliance Interpreter Services Risk Management Customer Service Policies and Paperwork Safety Employee Relations Meet Union Representatives\* Security HIPAA Performance Improvement 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 Front Desk of Human Resources 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 may lead to termination from BMC**

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