**UW Medicine Day One General Information (New Employee Orientation)**

The following is information regarding your *UW Medicine Day One* schedule of activities:

<table>
<thead>
<tr>
<th>UW Medicine Day One, Part 1: The Starting Line</th>
<th>7:00AM - 10:00AM</th>
<th>Arrive anytime between 7:00AM-8:00AM to meet with HR for I-9 Verification &amp; Badging. Pick up NEO Guidebook</th>
<th>UW Tower 4333 Brooklyn Ave NE Seattle, WA 98105 (Enter building at main entrance at NE 45th St &amp; Brooklyn Ave NE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAK</td>
<td>BREAK</td>
<td>Time to return home and/or get where you're going in time to attend the NEO webinar, eat lunch, etc</td>
<td>BREAK</td>
</tr>
<tr>
<td>UW Medicine Day One, Part 2: New Employee Orientation (NEO)</td>
<td>11:30AM - 4:30PM</td>
<td>Facilitated welcome to UW Medicine &amp; presentations required for new employees</td>
<td>Zoom Webinar – join from your home or other location. See instructions below</td>
</tr>
<tr>
<td>UW Medicine Day One, Part 3: Union Orientations</td>
<td>4:30PM - 5:00PM</td>
<td>Meet with union representatives</td>
<td>Union Virtual Meeting Room. Contract Classified Employees Only. Meeting links provided in NEO Guidebook &amp; during NEO presentation</td>
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**UW Medicine Day One, Part 1: The Starting Line**

At *The Starting Line* you will:

- Meet with representatives from UW Medicine HR to complete Section 2 of the Form I-9
  - Please bring proof of your employment eligibility, like a driver’s license and social security card, a passport, or other acceptable documents
- Have your Medical Center Badge and Husky Card photos taken by our badging teams
- Pick up your UW Medicine New Employee Orientation Guidebook

Please plan to arrive at the main entrance to the UW Tower no earlier than your scheduled time. Please plan for the activities to take up to 30 minutes.

The schedule is designed to ensure that you have ample time to complete your Starting Line activities on-site before returning to your home (or other location) to attend the live virtual New Employee Orientation webinar starting at 11:30 AM.

**UW Medicine Day One, Part 2: New Employee Orientation (NEO)**

New Employee Orientation (NEO) begins promptly at **11:30 AM and ends at 4:30 PM**.

**Webinar Link:**

Your UW NetID will be required to join the webinar. Please ensure your account is set up in advance.

1. **Log in to the NEO webinar using your UW Zoom account.** To do so:
   a. Ensure you are signed out of your personal Zoom account
   b. Access the UW Zoom site: [https://washington.zoom.us](https://washington.zoom.us)
   c. Click on “Sign In to UW Zoom.” You will be prompted to enter your UW NetID and password.
   d. Click on “Join Meeting” and enter webinar ID: **997 8639 4366**
Notes:

- We recommend you ensure you can log in 15 minutes early.
- If you have trouble accessing the Zoom webinar, you can find step-by-step instructions for downloading the Zoom app and logging in here: [https://tinyurl.com/bvvwa4jn](https://tinyurl.com/bvvwa4jn)
- If you have technical issues with Zoom preventing you from attending this mandatory training, inform UW Medicine Organization Development and Training at odtreg@uw.edu as soon as possible.
- In the event you are unsuccessful at signing into Zoom for the webinar, there is a last-resort call-in option
  Seattle: 206-337-9723
  Tacoma: 253-215-8782
  Meeting ID: 997 8639 4366

  If you call in, you must email odtreg@uw.edu with your UW NetID and the number you called from to ensure you are credited with attending the session.


Scroll down on the page to access the most current NEO Guidebook

**Topics Covered:**
NEO will include presentations from a variety of experts from our UW Medicine community on topics including:
- UW Medicine Health System Overview
- Introduction to the UW Medicine Mission, Patients are First, & our Service Culture Guidelines
- Benefits (Medical, Dental, Life Insurance, & Retirement Plans)
- UW Medicine Compliance
- Patient & Family Services and Patients’ Rights & Responsibilities
- Respectful Culture: Equity Diversity Inclusion in Healthcare, Title IX Awareness
- Workplace Violence Prevention
- Infection Prevention & Control, Patient Safety
- Environment of Care
- Payroll & Kronos
- Next Steps: New Employee Action List

**Please Note:** NEO webinar attendance is mandatory for compliance with Joint Commission and Department of Health requirements.

If you have technical issues with Zoom preventing you from attending this mandatory training please review the step-by-step instructions at [https://itconnect.uw.edu/connect/phones/conferencing/zoom-video-conferencing/sign-in/log-in/personal-email/](https://itconnect.uw.edu/connect/phones/conferencing/zoom-video-conferencing/sign-in/log-in/personal-email/) and inform UW Medicine Organization Development and Training at odtreg@uw.edu as soon as possible.

**UW Medicine Day One, Part 3: Union Orientations**

For Contract Classified new employees with union representation, there will also be 30-minute union orientation meetings from 4:30 to 5:00 PM. Please plan to participate. These meetings are managed by the union representatives and are not integrated into the UW Medicine Zoom session. You will receive more information regarding union orientations during the UW Medicine NEO program and in the NEO Guidebook. You may also receive an email with meeting information directly from your union representative.