

UW Medicine Day One General Information (New Employee Orientation)

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

UW Medicine Day One: The Starting Line	7:00AM - 10:00AM	Meet with HR for I-9 Verification & Badge Photos	UW Tower 4333 Brooklyn Ave NE Seattle, WA 98105 (Enter building at main entrance at NE 45 th St & Brooklyn Ave NE)
BREAK	BREAK	Use this time to get where you're going in time to attend the NEO webinar, eat lunch, etc	BREAK
UW Medicine Day One: New Employee Orientation (NEO), 2-Part Webinar	11:30AM - 2:00PM & 2:50 - 5:00PM	Facilitated welcome to UW Medicine & presentations required for new employees	Zoom Webinar – join from your home or other location See instructions below
UW Medicine Day One: Union Orientations	2:15 PM - 2:45 PM	Contract Classified employees meet with union representatives (break for non-union employees)	Union Virtual Meeting Room Contract Classified Employees Only Meeting links provided in NEO Guidebook & during NEO presentation

UW Medicine Day One: 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
- Talk with an Organization Development & Training representative

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: New Employee Orientation (NEO)

New Employee Orientation (NEO) is a two-part webinar that begins promptly at **11:30 AM**.

Part one will run from 11:30 - 2:00PM

There will be a break for union orientations

The webinar will resume at 2:50 and finish by 5:00 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>
 - 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>
- 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.

For an electronic version of the NEO Guidebook follow this link to New Employee Orientation website:
<http://depts.washington.edu/uwmhrodt/orientation-onboarding/new-employee-orientation>

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/> and inform UW Medicine Organization Development and Training at odtreg@uw.edu as soon as possible.

UW Medicine Day One: Union Orientations

For Contract Classified new employees with union representation, there will also be 30-minute union orientation meetings from 2:15 to 2:45 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.