

Fairview

Dear

Welcome to Fairview! We are excited to have you join our team at:

Here is what you can expect leading up to your first day of employment with Fairview:

- The Thursday **before** your start date you will receive an email with log-in details regarding virtual New Employee Welcome to your personal email address that you used to apply for your position.
- You will be emailed a copy of your site-specific department orientation schedule from

Additional details about your New Employee Welcome orientation on your first day:

- Virtual New Employee Welcome is from 8:00am- 4:00pm CST.
- If you need access to technology or internet outside of your home, please connect with me and I will arrange access at your primary work location.
- Questions about New Employee Welcome can be emailed to odl@fairview.org

Information regarding the first day in your department:

- Parking:

- Where to enter the building:

- Where to check in and who to meet:

- Dress code:

- Lunch options available on site:

- Please remember to bring the badge provided to you at your onboarding appointment. If you did not receive your badge at your onboarding appointment or if you are an internal transfer, it will be sent to the department.

If you have any questions regarding the above information, please let me know.

