

Fairview

New Leader

My First 90 Days

Everything you need to be successful
in your first 90 days.



Fairview New Leader Onboarding Checklist

First 90 Days

Use these checklists to plan for your first 90 days in your role at Fairview. Lists include actions around human resources, operations, technology, scheduling, connections with others, and more.

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Welcome to Your Role as a Leader!

Welcome to your new role as a leader at Fairview! We are excited to have you join the team.



Over the next few months, you will have the opportunity to meet with your leadership team, your reporting team, and those that work in roles alongside your department. During your first 90 days, we want to help you find your place at Fairview and understand the culture and your role. Throughout your first 90 days you will learn about operations and technology, human resources, finance and more. This checklist can help you find resources to help you navigate your first 90 days with ease.

**“Success is the sum of small efforts,
repeated day-in and day-out.”**
– Robert Collier

What Should I Look Forward To?

Each of the tasks outlined in the checklists below can help you find the people and resources that you need to engage with the critical aspects of your role.

Set the Stage	<ul style="list-style-type: none"> ✓ Review your onboarding plan with your 1-up Leader ✓ Create organizational systems to manage the information you will learn ✓ Give yourself grace and time! Learning new systems is complex; it will take time to feel comfortable in your role
Share the Moment	<ul style="list-style-type: none"> ✓ Make connections with your team and others on the leadership team ✓ Ask questions and dive into learning ✓ Collaborate with others to meet your needs
Support What’s Next	<ul style="list-style-type: none"> ✓ Clarify roles and expectations ✓ Request and implement feedback ✓ Collaborate with the leadership team to understand strategic goals

Goals for the First 90 Days

While it will take time for you to be completely comfortable in your new role, these overarching goals can help you keep the big picture in mind as you transition.

You	Your Team	Your Role at Fairview
<ul style="list-style-type: none"> ✓ Establish and build trust ✓ Understand critical functions ✓ Prioritize patient care 	<ul style="list-style-type: none"> ✓ Strengthen team culture ✓ Facilitate growth ✓ Enhance communication 	<ul style="list-style-type: none"> ✓ Connect with strategic goals ✓ Understand culture and values ✓ Understand operations

Day 1: New Employee Welcome

(For those newly hired to Fairview)



New Employee Welcome Orientation

Our [New Employee Welcome](#) is a virtual program designed to welcome you to the team. In preparation for your first day, we have created a list of resources to ensure you have a great first day learning about our organization, understand what is expected of you today and learn more about all of the resources M Health Fairview has to offer.

We recommend logging into WebEx no later than 7:50 AM CST to ensure you can access the call. This will be our chance to officially welcome you to M Health Fairview! We'll provide information on what the day will look like and next steps.

We like to make this experience as personal as possible! When joining the WebEx meeting, we suggest putting your preferred name and pronouns in the 'Name' field.

Your Pre-New Employee Welcome Checklist

To ensure New Employee Welcome is an engaging experience, we have carefully crafted an agenda that will provide a variety of voices and activities. Here are a few tips to help you set yourself up for success on Monday.

- **Find an optimal learning space.** Try to avoid the comfy sofa or lounge chair.
- **Dress for success.** Remember you will be in a virtual room with co-workers.
- **Feel free to get up and move around.** If you find yourself losing focus, stand up and stretch or walk around the room.
- **Take a break.** Take advantage of break times to stay refreshed and energized.
- **Ask for help.** We will have staff available throughout the day to assist you with any issues.

Contact: ODL@Fairview.org

Having trouble getting WebEx to work? Email ODL@Fairview.org to help with technical issues.

You can access the sound for New Employee Welcome by phone and review any of our slides on our webpage. More details to come!

- Phone number: 312-535-8110
- Access/Meeting Code: 133 635 1223

Learning Management System (LMS)

Throughout the day, you will have an opportunity to complete required onboarding training within the Learning Management System (LMS). Instructions are on the [New Employee Welcome](#) page.

First 30 Days



My First 30 Days

During your first 30 days, you should prioritize learning and understanding our strategic goals and operational processes to effectively contribute to the team’s success. This time is also important to build strong relationships with your team members and colleagues while immersing yourself in Fairview’s culture and values. This checklist can help you focus on immediate needs to understand your team and the work they do.

Human Resources	Completed
New Leader Onboarding (10 week program for Fairview employees): accept invitations and prioritize attendance	<input type="checkbox"/>
Meet with your HR Representative	<input type="checkbox"/>
Review Human Resources New Leader Training resource	<input type="checkbox"/>
Review Position Descriptions for each of the roles reporting to you	<input type="checkbox"/>
Visit Lawson Services to set up Direct Deposit (optional)	<input type="checkbox"/>
Quality & Safety	
Enroll in Mandatory Safety Always Part 1 – SYS and Mandatory Safety Always Part 2 – SYS	<input type="checkbox"/>
Meet with your team’s Safety Captains to understand their role	<input type="checkbox"/>
Review Infection Prevention resources	<input type="checkbox"/>
Review Compass Reporting Process	<input type="checkbox"/>
Finance	
Begin monthly meetings with your Financial Analyst to review budget. Ask your 1-Up to forward the invite.	<input type="checkbox"/>
System Operation Center (SOC)	
The System Operation Center (SOC) supports staffing, scheduling, and patient placement . In clinical areas your 1-Up leader will identify your contact in the SOC.	<input type="checkbox"/>
Connect with the SOC Representative who supports your area	<input type="checkbox"/>
Review System Operations Center resources	<input type="checkbox"/>

Information Technology (IT)	
Review Information Technology resources	<input type="checkbox"/>
Review IT HUB	<input type="checkbox"/>
Operational Excellence	
Review Operational Excellence Strategies Project Consults resources	<input type="checkbox"/>
Review the Fairview Operating System resources	<input type="checkbox"/>
Data Analytics	
Complete the short Analytics Connection Form to connect with Data Analytics and learn about core tools and resources to support your role	<input type="checkbox"/>
Review the Analytic Resource Hub	<input type="checkbox"/>

30 Day Check-In

Whether you're new to the organization or your role, you and your leader will want to hold regular check-ins. Use the resources below to guide those discussions as you begin your journey to success.

30-Day Check-In Guide

You should plan to have a conversation with your 1-Up Leader around the 30-day mark and document action items. Refer to the [30-day Check-in Guide](#) to help guide your conversation.

Fairview Commitments

The [Fairview Commitments](#) are the actions and expected behaviors of leaders and team members to achieve a culture of exceptional care and continuous improvement.

First 60 Days



My First 60 Days

At this point, you've begun to master the most critical elements of your role. It's now time to shift your focus toward implementing your strategic vision and goals for the team, drawing on your initial observations and insights. This time should also allow you to strengthen your leadership presence by actively engaging in key projects and further deepening your connections with team members, colleagues, and stakeholders. This checklist can help guide your next steps.

Human Resources	Completed
Review HOPE Commission priorities for Diversity, Equity and Inclusion	<input type="checkbox"/>
Review Policy Tech access to all system policies	<input type="checkbox"/>
Review and use the HeartBeat employee recognition program	<input type="checkbox"/>
Quality & Safety	
Review Occupational Health Services resources	<input type="checkbox"/>
Review Regulatory resources	<input type="checkbox"/>
Finance	
Review Supply Chain resources	<input type="checkbox"/>
If applicable review P-Card policies, process and resources	<input type="checkbox"/>
Patient Access	
Review Patient Access resources including patient access, scheduling services and inpatient consultation	<input type="checkbox"/>
Customer Experience	
Schedule CX Virtual Meet & Greet – email customerexperience@fairview.org	<input type="checkbox"/>

First 90 Days



My First 90 Days

Hopefully, you're feeling more settled into your role at this point and understanding your role in leading your team. At this time, you may be solidifying your role as a trusted and effective leader by refining team processes, ensuring alignment with Fairview's long-term objectives, and developing strong relationships with your team and colleagues. You may also begin exploring opportunities for growth and innovation while maintaining a strong emphasis on fostering a collaborative and high-performing team culture. This checklist can help you navigate key resources as you continue your onboarding process.

Human Resources	Completed
Review leader and team development opportunities from Organizational Development and Learning	<input type="checkbox"/>
Review Talent Connect Performance Management System	<input type="checkbox"/>
Review Performance Management Resources	<input type="checkbox"/>
Quality & Safety	
Review Risk Management resources	<input type="checkbox"/>
Community Advancement	
Review Community Advancement goals, initiatives, and activities	<input type="checkbox"/>
Communications & Marketing	
Review Marketing and Media Relations policies and resources	<input type="checkbox"/>

90 Day Check-In

Congratulations on reaching your first 90 days! Around your 90-day mark of employment you should have a conversation with your 1-up leader to support your onboarding experience.

Refer to the [90-day Check-in Guide](#) to help guide your conversation.

Meet & Greets



Meet & Greets

Meet and greets are a great way to connect with colleagues to make introductions, build connections and better understand roles and responsibilities. Your 1-Up Leader can recommend specific connections that are important to your role. However, you might consider:

- Union representative (where applicable)
- Clinical Education Specialist for your unit (where applicable)
- Physician Leadership (where applicable)
- Leaders of teams connected to your work (eg. Nutrition services, EVS, nursing, pharmacy, etc.)
- Service Line Contacts for your unit (where applicable)

During your Meet & Greets, consider asking about:

- The team and department
- Expectations and goals
- Roles and responsibilities
- Communication and collaboration
- Department intersections
- Career journey

You can use the following grid to keep track of your Meet & Greets.

Individual	Role	Connection	Scheduled
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Additional Learning Opportunities



Develop your leadership skills with these self-paced, on demand learning courses.

To access each module, click on the links below. If you would like a record of completion, you can take them in our Learning Management System.

Communication

Communicating to Influence

- Build rapport and trust
- Analyze how people prefer to think and communicate
- Read and use body language effectively

[Take Course](#)

Diversity, Equity, & Inclusion

Communication Across Cultures: Clarity

- Learn “Global English” strategies
- Assist listeners while respecting language limitations
- Explore triangulation of messaging

[Take Course](#)

Leadership

Coaching Skills

- Fast track your coaching effectiveness
- Increase motivation, improve performance, relationships, and team engagement

[Take Course](#)

Wellbeing

The Mindful Leader

- Psychological and physiological benefits of mindfulness
- Introduce mindfulness into daily routine

[Take Course](#)