

Aspirus Emergency System Wide Procedure COVID-19

New Employee Orientation (NEO)

Approved 03.19.2020 08:30

In response to the need to limit meeting and rapidly onboard new staff we are making changes to NEO.

- March 23, 2020 NEO will be available to any new hire via WebEx. We are encouraging all new hires to participate from home if possible.
- March 30, 2020 and forward all NEO will be available via HealthStream. We have converted all content to video and self-guided learning. We are encouraging all new hires to complete the training at home if possible.

For new hires not able to complete NEO at home due to equipment or connectivity issues, Aspirus asks that new hires:

1. Complete NEO at a workstation in their department; or
2. Complete NEO at a “learning station” near their home department. Seats in the learning stations are being reserved/assigned by each BU’s HR department.

As part of the onboarding process we will be communicating with each of the new employees individually prior to them starting next week.

What this means for you:

- New hires can start more frequently. Beginning March 30th, the option to start new hires Mondays, Wednesdays and Fridays will be available. Talent will communicate the new hire start date to hiring managers.
- There will no longer be NEO welcome lunch with educators and/or managers.
- Managers need to call their new hires and communicate their department schedule.
- We ask that a team member takes the new hire to lunch in the cafeteria on their first date onsite in the department. Cafeteria coupons are available from your HRBP.
- Epic Training is in the process of converting to virtual delivery to complement the changes we are making to NEO.

If you have any questions, please reach out to your HRBP or to Organizational Learning and Development.