

Items to Complete Before Your Start Date

STEP 1

REVIEW MATERIALS SENT BY RECRUITER

- [Click Here to complete](#) your new employee paperwork within 2 days of receiving email titled *Welcome to Renown Health*
- Complete Background Check within 2 days of receiving email titled *Renown Health Background Questionnaire Notification*
- [Click Here](#) to visit the New Employee Onboarding Portal
- Review position description, offer letter and benefits information



STEP 2

SUBMIT CERTIFICATIONS

- Email certifications (as applicable) to Human Resources:
HRRepresentatives@renown.org



STEP 3

OCCUPATIONAL HEALTH APPOINTMENT

- An Occupational Health representative will contact you to schedule your appointment
- Plan for a 2-hour appointment, which includes:
 - Pre-employment physical
 - Drug screen
 - Immunization (as applicable)
 - I-9 completion
 - Bring your documents for I-9:
[Click Here to see a list of acceptable documents](#)
- Location: 975 Ryland St., Reno, NV 89502
- Phone: 775-982-4754



STEP 4

PRE-EMPLOYMENT TRAINING

- Complete approximately 8 hours of web-based training when you receive an email titled *Renown Health Pre-Employment Training*
 - Email will include login information to Online Learning Academy and directions
 - You will receive this email 1 week before your start date.
- **Modules must be completed by 12pm on the Friday before your start date**
- [Click Here to access](#) Online Learning Academy



STEP 5

UNIFORMS

- If your position receives a uniform allowance, you'll receive an email from SmartScrubs approximately 5 days after completing Step 1
- If you do not receive this email, please email groups@smartscrubs.com
- [Click Here](#) SmartScrubs Portal



STEP 6

SEND BADGE PHOTO

- Send a photo for your badge to HRRepresentatives@renown.org
- Badge photo requirements:
 - Plain, white background
 - Front-facing, from the shoulders, up
 - Please, no poses and no filters



Items to Complete After Your Start Date

STEP 1

COMPLETE NEW EMPLOYEE ORIENTATION

- Orientation is held at *10315 Professional Circle, Reno, NV 89521*
- Great Basin Conference Room- 9:00 am-12:00 pm.
 - You will receive badge, keys, parking information and your training schedule.



STEP 2

SINGLE SIGN ON

- You will receive your Windows login credentials at orientation. [Click Here](#) to register for single sign on, then click the ‘Registration | Profile Update’ section.



STEP 3

COMPLETE ESSENTIAL TASKS

- [Click Here](#) to access Kronos:
 - Enroll in or decline benefits
 - Verify W-4 tax withholdings
 - Enroll in Direct Deposit
- [Click Here](#) to review Renown’s benefit offerings



STEP 4

ATTEND ENTERPRISE TRAINING (as applicable)

- Many roles in the organization require additional job-specific training such as Electronic Medical Records, clinical skills, etc.
- This schedule will be provided at orientation.



STEP
5

START YOUR NEW ROLE!

- Each of our employees plays a role in providing the best care for our community. We encourage you to get involved, connect with your leader and team and grow in your role. We are excited for you to be starting your career with us as we **FIGHT THE GOOD FIGHT!**



STEP
6

COMPLETE NEW EMPLOYEE ONBOARDING SURVEY

- You'll receive an email to complete a survey after 60 days of employment, the survey is voluntary and we appreciate your feedback about your onboarding experience!

