



Dear New Employee,

Welcome to our team! This letter has details about your pre-employment appointment with Human Resources and your New Employee Orientation. You are required to attend both before you can start your new job at Huntsville Hospital Health System.

Pre-employment appointment

You were given a date for your pre-employment appointment when you spoke to a Human Resources representative. Plan to spend at least one hour for this appointment. At your appointment you will:

- Report to the Human Resources Department located on the 5th floor of the Plaza Resource Center at the corner of Governors Drive and Madison Street. Enter the parking area from Madison Street.
- Complete employment paperwork, including a consent form for a background check.
- Go to Employee Health for your drug screen, where urine and blood samples will be taken. We will give you directions to Employee Health before you leave Human Resources. You may walk or drive to Employee Health. If you drive, please park in the Blackwell Medical Tower parking garage located on Sivley Road. You will be given a parking token to exit the parking garage when you are in Employee Health.

New Employee Orientation

At your pre-employment appointment, you will be given information about your New Employee Orientation. Important details about New Employee Orientation include:

- New Employee Orientation is held at Corporate University in the Dowdle Center. Directions and parking information will be given to you at your pre-employment appointment.
- Orientation for many employees is a one-day program. Plan to arrive by 7:30a.m. Orientation will end at 4:30p.m.
- Employees who might enter a patient isolation room are required to receive Respiratory Fit Test training at 8:00a.m. the day following New Employee Orientation. You will be told at your pre-employment appointment if this training applies to you.
- If you are a RN, LPN, PCA, HCA, Psych Tech, ER Attendant, Cardiovascular Aide, Surgical Nursing Assistant, or Dialysis Attendant, you will have additional days of clinical orientation. Information about additional orientation will be given to you at your pre-employment appointment.
- You will be paid for your time spent in orientation.
- Lite breakfast and lunch will be provided.
- Dress appropriately according to hospital dress code. A copy of the hospital dress code will be given to you at your pre-employment appointment. ***If you are not dressed appropriately, you will be asked to leave and this might delay your start date.***

Thank you for your decision to work at Huntsville Hospital Health System. We are pleased to have you join our team! If you have any questions about your pre-employment appointment or New Employee Orientation, please call Human Resources at (256) 265-2132.