

# EMPLOYEE ONBOARDING FOR SUCCESS & RETENTION HEALTHCARE & NURSING

MYRON  
PROMOS

## THE ESSENTIAL CHECKLIST

### PRE-START & DAY 1

- COMPLETE PAPERWORK (Contracts, Benefits)
- ASSIGN PRECEPTOR / MENTOR
- SET UP IT ACCESS (EMR, Email, Badge)
- FACILITY TOUR & INTRODUCTIONS

### PREPARATION & WELCOME

WELCOME PACKET:  
EMBROIDERED SCRUBS,  
INSULATED TUMBLER,  
BRANDED ID LANYARD

### WEEK 1 ORIENTATION

- REVIEW CORE VALUES & MISSION
- REVIEW SAFETY & COMPLIANCE (HIPAA, Infection Control)
- SCHEDULE TEAM LUNCH / MEET & GREET
- SET INITIAL EXPECTATIONS

### CULTURAL INTEGRATION

Bonding With Gifts & Promos

STAFF RECOGNITION PIN,  
DEPARTMENT HOODIE,  
BRANDED COFFEE MUG

### MONTHS 1-3

- CLINICAL SKILL CHECKLISTS & COMPETENCIES
- SHADOW EXPERIENCED STAFF
- ATTEND CONTINUING EDUCATION SESSIONS
- BEGIN 1-ON-1 CHECK-INS

### SKILL DEVELOPMENT & GROWTH

Promotional Items for Kits

CAPS, NOTEBOOKS, TECH ITEMS,  
STETHOSCOPE TAG,  
MEDICAL REFERENCE GUIDE,  
CERTIFICATION VOUCHERS

### MONTHS 3-6+

- FORMAL PERFORMANCE REVIEWS
- CREATE INDIVIDUAL DEVELOPMENT PLAN (IDP)
- CONNECT WITH PROFESSIONAL ORGANIZATIONS
- CELEBRATE MILESTONES & ACHIEVEMENTS

### ENGAGEMENT & RETENTION

CONNECT WITH MILESTONES  
AND ACHIEVEMENTS

Coordinate with Branded Gifts

WORK-LIFE BALANCE RESOURCES  
(Wellness apps, Gym memberships),  
INNOVATION GRANTS,  
LEADERSHIP OPPORTUNITIES

MYRONPROMOS

LET US HELP YOU!  
(800) 526-9766  
MYRONPROMOS.COM