Frequently Asked Questions

Tips to help you successfully navigate your first day at Med Center Health

What must I do before attending New Employee Orientation?

- Complete the pre-placement assessment and drug screening.
- Complete all courses listed and <u>score 80% </u>or higher.

Where do I go for Orientation?

▸ Refer to your offer letter for location of orientation

   If you have questions, please call (270) 745-1585.

What should I wear?

- **<u>Professional Appearance</u>**
- Presenting a professional appearance is extremely important. When we present a professional and welcoming image, it instills trust and confidence to our patients and their families. Please use the following guidelines when dressing for orientation:
- If you do not wear scrubs in your position or prefer to dress differently for your orientation dates, please dress in business casual attire (NO jeans or t-shirts allowed). Otherwise, scrubs are welcomed.
- Visible tattoos are permitted as long as they are not offensive.
- We are a fragrance free environment, so please refrain from using scented lotions or perfumes.

"You never get a second chance to make a **first impression**."

What you need to know about Med Center Health's Restated Professional Appearance Policy

This couldn't be more true for the impression created by a person's appearance. The professional appearance of Med Center Health employees and associates should inspire confidence and trust while preventing safety concerns for the employee, coworkers and patients.
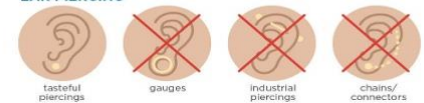
See the Professional Appearance Policy for full details.
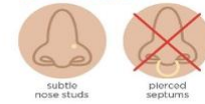**Questions? Contact your supervisor or HR Business Partner.**

HAIR
- natural-looking hair coloring
- natural-looking hair coloring
- distracting hair or hair coloring

EAR PIERCING
- tasteful piercings
- gauges
- industrial piercings
- chains/connectors

NOSE PIERCING
- subtle nose studs
- pierced septums

TATTOOS
- tattoos acceptable to general public
- offensive graphics
- offensive language

NAILS
- clean and trimmed
- professional image
- unprofessional, health/safety concern

CLOTHING
- sweatshirts with MCH logo
- wrinkled, torn or unkempt clothing
- t-shirts Only MCH Logo attire allowed on designated days
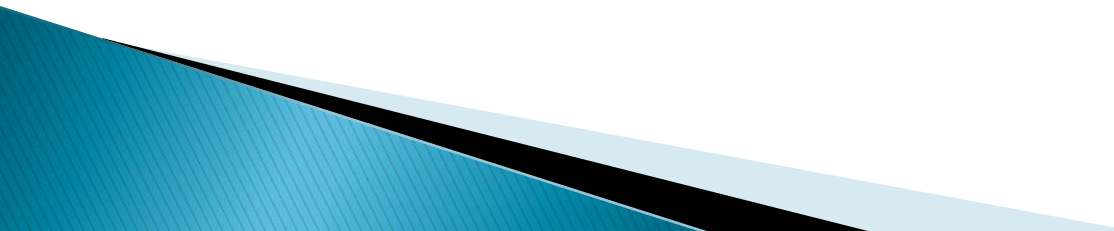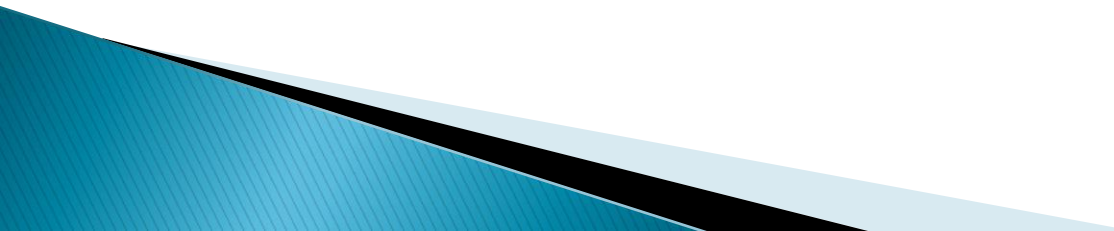
MCH
Life

Med Center Health

What do I need to bring with me?

- Two original forms of identification as required for the I-9 form.

- License, certification, registration, BLS card, ACLS card and/or driver's license if required by your position.

What should I not bring with me?

- You should **<u>not</u>** bring personal electronic devices such as iPod, iPad, laptop, camera, tape recorders or other personal portable audio or video devices to work with you.
- If you bring your personal cell phone, you should leave it on silent and refrain from talking or texting except on break periods.

When will I receive my first pay check?

- Med Center Health employees are paid on a bi-weekly schedule. Your pay will be directly deposited into your bank account on Friday morning of a pay week.

How do I create my computer password?

On your first day of New Employee Orientation you will be asked to create a **confidential password** that will allow you access to the appropriate computer systems. Please be thinking about your password using the parameters listed below.

▸ Must contain at least 8 characters and cannot contain your name

▸ Must contain the following:
  o At least one upper case letter AND
  o At least one lower case letter AND
  o At least one number OR
  o Special Character (!@#$)