

## HR ORIENTATION FORMS SIGNATURE PROCESS

2 Orientation documents (Acknowledgment of Receipt and Attestation of Completion of Online Orientation) are signed by the employee and HR for new hires who attend in person

**Clinical**

**Administrative/NonClinical**

**Nursing Orientation**

Orientation documents are signed by the employee and nurse educator/supervisor

**Departmental Orientation**

Orientation documents are signed by the employee and supervisor

## ORIENTATION FORMS RETURNED TO HR

Completed and signed by both parties

## HR SENDS ORIENTATION CERTIFICATE

Certificates sent to new hire, supervisor and nursing staffing office for JCAHO compliance