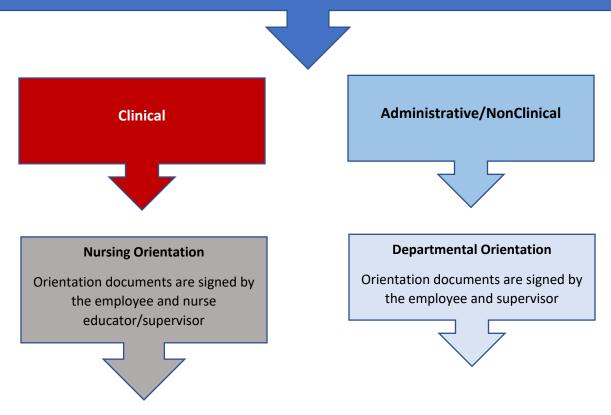


## HR ORIENTATION FORMS SIGNATURE PROCESS

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



## **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