Checklist for New Team Member Orientation

Prior to attending IU Health orientation, all new team members need to complete several important steps. This checklist is a tool to help you complete these steps before arriving on your first day.

1. **Attend your pre-placement health assessment.**
   - Location and directions will be provided by your Human Resources representative.
   - My appointment is scheduled for: _______________ at _____ am/pm.

2. **Complete and bring the following pre-employment documentation requirements with you to your Human Resources Pre-Employment or Fast-Track appointment:**
   - **I-9 Verification Documentation** (used to verify your eligibility to work based upon Federal I-9 Guidelines) – Examples include: Driver’s license or Passport
   - Social Security Card
   - American Heart Association Certification (if applicable for position)
   - Examples: Basic Life Support/CPR, ACLS, PALS
   - Position-specific Certification and Licensure Documentation or Credentials
   - License Plate Number (IU Health Bloomington Hospital Team Members Only)
   - RN and lab professional must bring official diploma or transcript

3. **Visit IU Health New Team Member website to view a welcome message from President & CEO, Dennis Murphy.** You will also learn more about the IU Health system and the team you are joining. [Click for more information.](#)

4. **Review the IU Health Look of Assurance Standards for attire information.**
   - Attire for orientation is business casual. New team members whose professional image does not comply with the Look of Assurance standards will not be able to attend orientation. [Click for more information.](#)

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**IU Health South Central Region (SCR)**

**IU Health Bloomington Hospital**
- IU Health Bloomington Hospital
- 601 W 2nd St
- Bloomington, IN 47403

**IU Health Bedford Hospital**
- IU Health Bedford Hospital
- 2900 16th Street
- Bedford, IN 47421

**IU Health Morgan Hospital**
- IU Health Morgan Hospital
- 2209 John R Wooden Drive
- Martinsville, IN 46151

**IU Health Paoli Hospital**
- IU Health Paoli Hospital
- 642 West Hospital Road
- Paoli, IN 47454

**IU Health SCR New Team Member Orientation Location**
- IU Health Bloomington Hospital
- Wegmiller Auditorium
- 601 West 2nd Street
- Bloomington, IN 47403

- **8:30 am – 4:30 pm**

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**Do you have questions?** Contact the Human Resources Team:
- IU Health Bloomington Human Resources at 812.353.9535
- Monday – Friday 7:30 am – 5 pm