



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 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 or 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
- RN, clinical and lab professionals must bring official diploma or transcript

3. Visit IU Health New Team Member website to learn more about the IU Health system and the team you are joining.
[Click for more information.](#)

4. Review the IU Health Uniform Guidelines for attire information.

Attire for orientation is business casual. New team members whose professional image does not comply with the Uniform Guidelines will not be able to attend orientation. [Click for more information.](#)

IU Health West Central Region (WCR)

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