

WELCOME!

**Our team is excited about your arrival.
Please review the following
information for a smooth transition to
the Wilmington Health team:**

New Hire Paperwork:

A link to our online New Hire Paperwork has been provided. All paperwork can be electronically signed. In addition: Please bring the following items with you on your first day of employment:

- I-9 Supporting Document(s) - MUST BE PRESENTED TO HR WITHIN 3 DAYS OF HIRE - THIS IS A FEDERAL LAW - See page 3 of I-9 for supporting documents
- Voided Check or Letter from Bank
- Immunization Records - Documentation of COVID-19, MMR, Hep B, Influenza (within the current year) and PPD if available
- A copy of your license & any certifications (RN, LPN, CMA, BLS, PALS, Etc.)

Orientation:

We have a specifically designed orientation training program that has been developed by leaders in our organization. Our goal is to provide you the necessary tools and contacts to efficiently perform your job. We will be sending you information prior to orientation that details the locations and individuals you will be meeting. Dress for orientation is business attire.



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