Welcome Aboard!
Your PASSPORT to Success!

Name: __________________________
Facility: _________________________
Welcome!

We are excited you have chosen to be part of our amazing team!

We know that being new can seem like a whirlwind of information, assignments, and new faces. Our goal is to get your journey off to a comfortable and enjoyable start by providing you with all the tools and confidence you need to be successful in your first 90 days and beyond.

This Embark Together PASSPORT is designed to be your guide to your orientation and on-boarding as you transition into our organization and your new role with us. By now you have already completed your online assessments and paperwork, but your real journey starts today with your Embark Together Day 1 experience.

• **Day 1:** Today you will get a bird's-eye-view of our whole organization and what makes us not only US, but why we are so passionate about what we do. And you will get ready and set to succeed in your first 3 months and beyond.

• **Day 2:** Your next stop will be Embark Together, part 2, at your home location or site where your local team will continue the welcome and give you the local lay of the land.

As you embark on your exciting new journey, take a moment to remember that this is your first step to a remarkable opportunity to grow your career while you care for our patients, their families, your colleagues, and yourself. You are already on your way!

You've just made the best decision of your career by joining us – now, let's set sail!

*The Embark Together Crew* at RWJBarnabas Health
# People to Remember

<table>
<thead>
<tr>
<th>Team Member Name</th>
<th>Location</th>
<th>Role</th>
<th>Contact Info.</th>
</tr>
</thead>
</table>

Your Hosts for today:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

My site’s Compliance Officer:

My site’s Privacy Officer:

*Keep track of the people you will meet in your first few weeks, starting today.*
SET YOUR INTENTION
Today will be successful if:

Notable Notes
The Patient Experience – Are You Ready?

**Prepare:** What are the things that might be difficult about working in this environment?

**Self-care:** How will you take care of yourself and your co-workers to support each other when it is a tough day?

**Remember:** Why does taking care of yourself and others make a difference to our patients?
What role do you REALLY play in the Patient Experience?

What will you DO in your role to make an extraordinary Patient Experience?

Why does the Patient Experience matter to us?

Today’s Speaker was: ___________________________
Site: ___________________________
Role: ___________________________
Write about a time in the last year that someone made an assumption about you that was unfair. What was it? How did that make you feel?

Write about a time in the last year that you made an assumption about someone that turned out to be untrue or unfair. What was it and how may that person/group have felt?

In what ways are you “different” from most people?

What are 3 things you have in common with most people?

Today’s Speaker was: ____________________________
Site: ____________________________
Role: ____________________________
What did you hear that inspired or motivated you?

How does your new role contribute to our mission as New Jersey’s healthcare leader?

What makes us unique? What made you decide to accept your position with us?

Today’s Keynote Speaker was: ____________________
Site: ____________________
Role: ____________________
What’s In It for ME?

- What – or who – inspired you and why?
- What benefits, perks, or opportunities do you want to learn more about?
My plan for my first week

Things to DO:
✓ Set up one-on-one with my new manager to set expectations and get acquainted

Things to ASK:
✓ What is the dress code?
✓ What are my hours/shift?
✓ How/where/when do I clock in?
✓ How do I wear my ID badge?
✓ What are your expectations of me in my new job for the next week? WHAT should I do? HOW should I do it? Who should I get to know?
✓ What else should I know to learn the “RWJBH Way” of doing things?
✓ Do I have email and how do I access it?
✓ What is the cell phone policy while in the hospital?
✓ Where should I park?
✓ Where is the cafeteria, breakroom, locker room, restroom, supplies, copier, other key locations?

Who to KNOW:
✓ At least 6 immediate coworkers
✓ At least 3 key colleagues in our site

Key MILESTONES for success:
✓ What should I be doing to be successful in the next week?
My plan for my first week

**Things to DO:**

**Things to ASK:**

**Who to KNOW:**

**Key MILESTONES for success:**

*Draft your plan and meet with your manager to discuss and refine it.*
Your Passport to SUCCESS!

My plan for my first 30 Days

**Things to DO:**
- Complete your employee benefits enrollment
- Complete your mandatory trainings, required of all healthcare workers and by our health system
- Complete trainings related to your specific role, including systems training, procedures, processes to do your core job
- Have one-on-one time with your manager at least once more in your first 30 days

**Things to ASK:**
- When/how will I receive my first paycheck and how often are we paid?
- Are there meetings I will be attending?
- Are there mandatory work days?
- How do I take time off?
- What if I am sick or don’t feel well – what is the policy?
- What is the emergency weather procedure?
- How do I access “The Bridge”?
- What am I doing well? What can I focus on doing to be even more successful from here?
- What are the specific measures of success for me, my team, our site?

**Who to KNOW:**
- My department or functional leadership team
- At least 20 more co-workers and colleagues at our site
- Our site’s leadership team

**Key MILESTONES for success:**
- Ask your manager: What should I be doing to be successful in the 60 days?
My plan for my first 30 days

Things to DO:

Things to ASK:

Who to KNOW:

Key MILESTONES for success:

Draft your plan and meet with your manager to discuss and refine it.
My plan for my first 90 Days

**Things to DO:**
- Schedule follow-up discussion with your manager to discuss some of the questions below and more
- Continue to focus on your own development by scheduling additional classes, on-the-job learning, and finding a mentor at your site who can help support your success as you grow
- Take care of yourself: Schedule time off to get rest and relaxation, eat well, and find time for fun

**Things to ASK:**
- What am I doing well? What can I focus on doing to be even more successful from here?
- How am I doing on the specific measures of my success/metrics in my role? How is my team performing against our metrics and how can I help? How is our site doing – is there anything I should be aware of?
- I want to continue to grow. What can I be doing to learn more to set myself up for success?
- Who should I be meeting at our site, in our department, or across the health system to build my network? Are there opportunities to get involved beyond my day-to-day job responsibilities?
- Is there anything else I should know about WHAT you want me to do, or HOW you would like me to perform my job?

**Who to KNOW:**
- At least 10 people outside of your own department, including dietary team, custodial, security, communications, human resources, and finance

**Key MILESTONES for success:**
- Ask your manager: What should I be doing to be successful in the next 90 days and beyond for the next year in order to succeed and grow here?
My plan for my first 90 days

Things to DO:

Things to ASK:

Who to KNOW:

Key MILESTONES for success:

Draft your plan and meet with your manager to discuss and refine it.