

# New Employee Checklist

Roper St. Francis wants you to be prepared and ready for success in your new role. To assist you in preparation of your first day, we hope you find this checklist helpful.

## Logistics and Wellness

- Time and Place: I know where I am going and what time I am expected. I intend to arrive with plenty of time to spare.
- Route and Transportation: I know how I am going to get to my new place of work.
- Sleep: I have had plenty of sleep, and I am refreshed and energized.
- Alarm/Watch: I have set my alarm so I won't oversleep. I will also wear a watch or have a device with the time on hand.
- Nutrition: I've had a light, nutritious breakfast.

## Preparation

- I have chosen an appropriate outfit for my first day/week.
- I have made a list of questions I need to ask my manager, teammates and human resources.
- I will take a notebook and pen with me to take notes during my orientation and onboarding.

## Standards of Behavior for RSF Employment

- Professionalism: I am well groomed, appropriately dressed and will wear my ID badge at all times above the waist.
- Teamwork: I will be loyal to my teammates and not participate in gossip.
- Accountability: I will not make excuses or blame others.
- Service: I will make eye contact, smile and project a "can do" attitude.
- Safety: I will pick up trash rather than walk by it.
- Innovation: I will make excellence the goal in everything I do.
- Rights: I will treat others how I want to be treated (Golden Rule).

We want to help you to hit the ground running, so please let us know if there are any questions. We hope you enjoy this [RSF Teammate Running Man video](#) and look forward to working with you!