

# New Employee Orientation Agenda

**You should receive an email with all Orientation Instructions by 5:00 p.m. on the Friday prior to your start date.** To help locate the email, try searching your email box for the keyword **requirement**.

If you can not locate the email after the time listed above, please contact the Learning & Development Department at [learningdevelopment@caromonthhealth.org](mailto:learningdevelopment@caromonthhealth.org).

## **8:30 a.m. – 2:00 p.m. | Work on Computer-Based Learning Modules (CBLs)**

This portion of orientation can be done from home. If you do not have access to a computer, please contact Learning & Development.

- The link to NetLearning will be included in the Orientation Instructions email.
- Your employee ID number will be included in the Orientation Instructions email sent to your personal email address. Your employee ID number is your NetLearning username and password.

## **2:00 p.m. – 4:30 p.m. | Badge & Materials Pick-up**

After completing the required CBLs for orientation, report to CaroMont Health IT Training Center to pick up your badge and other materials.

**CaroMont Health IT Training Center | 1879 Remount Road, Gastonia, NC 28054.**

