

2021 Summer Internship

Employee Information

Completing Employee Onboarding Process:

You have successfully completed the program and employee application process and are on your way to becoming an official AdventHealth Employee! To finish the hiring process there are still a few steps that need to be completed to ensure there is no delay in your start date, as all background and drug screenings must be processed before you can start your employment.

Step 1: You will receive an email about 30 days before your hire date to complete a background form and find a location near you to complete the drug screening. ****the link will expire 2 days after the email is received****

Step 2: All required HR documentation will be sent to you to fill out. Please fill out the required paperwork, have it notarized, and then scan and send back to the pre-boarding specialist that you have been working with. Please have this task completed prior to your start date on Tuesday, June 1, 2021.

International Students may require additional documentation, please make sure you let us know if you are an international student immediately so we can process any paperwork needed before you arrive.

Support:

There are so many individuals that help create your overall internship experience. Listed below are role definitions to help you navigate who to reach out to for specific questions:

Emerging Leaders Team – Ken Bradley and Allison Touchton coordinate the details around your employment activities. The Emerging Leaders Program goal is to guide and connect you with the different leaders and areas within the organization, to ensure you have the best experience this summer and hopefully find a permanent home for you within AdventHealth when the time is right.

Resident Advisors – A resident advisor is a constant resource to you throughout the summer. They will connect with you on a normal bases to make sure that you have the support you need. They can help answer any questions that you may have on your specific internship experience.

Preceptor – Will oversee your internship rotations. They coordinate your schedule for the summer and are a great resource for the track that you are interested in. You should have contact with them on a regular basis.

Rotation Supervisor – On occasions you may shadow or work on projects with someone other than your preceptor, that person is considered a rotation supervisor.

Leadership Mentor – An opportunity to connect with a leader that you don't work with on a day to day bases. Mentors can provide support, accountability and can also be used as a sounding board. Your resident advisor will schedule three mentor meetings for you throughout the summer.

Internship Placement:

You will be notified of your placement and preceptor no later March. About a month before your arrival there will be a call scheduled for you to introduce yourself to your preceptor and to coordinate any specifics about your internship. Prior to that call, please send an updated resume to the email address that will be included in your placement information.

Equipment:

Your preceptor will provide you with a laptop or desktop computer on your first day on site to use during your internship. You may be asked to use a personal device for virtual conferences. You will be given your computer login information and email address during your HR Onboarding appointment.

Hours:

The typical work week averages up to 40 hours per week and varies on workload and projects. We encourage Interns to complete all their assignments within the 40 hours of the week. Extenuating circumstances that potentially require overtime must be authorized by your preceptor in advance and will be paid appropriately.

Vacations:

Vacation time is permitted but must be scheduled. Communicate any time off to the Emerging Leaders Team and your preceptor as soon as possible as this can affect your internship schedule.

Transportation:

You are responsible for your own transportation to and from your work assignment and/or meetings, that we will reimburse. If you do not have a vehicle for the summer, there may be interns that are going to the same location as you, but they are not required to provide transportation. There are many options for public transportation if needed.

Orientation:

Internship Orientation will be held from June 1-3, 2021 via Zoom platform. You will have opportunities to virtually network with Interns, Residents, and Leaders, learn about AdventHealth, and see our mission in action. Most importantly we will spend some time focusing on what to expect as an intern and making sure you have the tools and advice to be prepared for your summer. Please see the Orientation Program Overview document for more details regarding the orientation.