

# 2020 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 insure 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 email is received\*\*

Step 2: Bring the required HR documentation to orientation. You should expect to receive communication from HR including the required documents and your scheduled onboarding appointment time for Monday, May 18, 2020.

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. To help you navigate who to reach out to for what here are the role definitions:

**Emerging Leaders Team** – (Ken Bradley and Angela Sechrest) Coordinate the details around your employment. Anything to do with your employment dates and details they need to be informed. The Emerging Leaders goal is to guide and connect you with the different leaders and areas within the organization, to insure you have the best experience this summer and hopefully find a permanent home 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 in February. 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 send an updated resume, an email address will be included in your placement information.

**Equipment and Login Information:**

You will be provided with a laptop or desktop computer either by your preceptor or your rotation supervisor. You will not be expected to use your own device. You will be given your computer login information and email address during your HR Onboarding appointment on May 18<sup>th</sup>.

**Hours:**

The typical work week averages 40 hours per week and varies on workload and projects. Overtime is not permitted. Extenuating circumstances that potentially require overtime must be authorized by your preceptor.

**Vacations:**

Vacation time is permitted. Communicate any time off to the emerging leaders team and your preceptor as soon as can as this can affect your internship schedule.

**Transportation:**

You are responsible for your own transportation to and from work every day. 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 on May 18-20, 2020 in Altamonte Springs Florida. You will have opportunities to network with interns, residents and Leaders, have headshots taken, learn about AdventHealth and see our mission in action. Most importantly we will spend a day 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.