

Employee Information

Leadership Internship Program



Completing Employee Onboarding Process

You have successfully completed the program and employment application process and are on your way to becoming an official AdventHealth Employee! To finish the hiring process, there are a few steps that need to be completed: a background check and drug screening. Not completing these in a timely manner will delay your employment, so please review this document in detail.

Step 1: You will receive an email 60 days before your start date from the Heritage Recruitment Strategy Manager to complete a background check and drug screening. You will find a link in the email with a list of pre-approved drug screening locations, based on your zip code. **The link will expire 2 days after the email is received, so it is imperative that you are checking your email for instructions from the Leadership Internship Planning team and AdventHealth Human Resources.** Please do not schedule your drug screening at an outside location if a pre-approved location is not close to you. Scheduling at another location will cause a delay in your start date. The background check and drug screening must be completed and received by AdventHealth a week before your start date to finalize your hiring process. **Failure to complete all these steps accurately and timely will result in a delay in your start date.**

Step 2: In the week leading up to your start date, the required HR documentation will be emailed to you. Please fill out the required paperwork and return it to your Employee Experience Partner by email or at your onboarding appointment. Your Pre-Boarding Specialist will introduce you to your Employee Experience Partner, so please double-check that you're sending documentation to the right team member. Documents must be turned in prior to your start date on Monday, May 13, 2024, or June 17, 2024, unless you are scheduled to come in person for your HR documentation at AdventHealth Corporate.

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 on time.

Support Teams

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

Leadership Internship Planning Team – The Associate Program Manager and Program Coordinator work to coordinate the details around your employment activities. The Leadership Internship 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 constant resource to you throughout the summer. They will connect with you on a normal basis to make sure that you have the support you need. They can help answer any questions that you may have about your specific internship experience.

Preceptors – Will oversee your internship experience and help to plan your 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 Supervisors – On occasion, you may shadow or work on projects with someone other than your preceptor, that person is considered a rotation supervisor.

Human Resources Team – There are several Human Resources team members that will help in your onboarding process.

- **Recruitment Strategy Manager** – The Recruitment Strategy Manager assists the Leadership Institute with recruiting and interviewing interns to be selected for program offers. They will make sure you have completed all the steps in your application process. About 60 days prior to your start date, they will send your official AdventHealth employment offer letter containing your background check & drug screening link.
- **Pre-Boarding Specialist** – After you accept your offer, your Pre-Boarding Specialist will reach out to you to make sure you have completed your drug screening and background check. They will be the primary contact for pre-boarding questions around these requirements. They will send your official welcome letter and appropriate documents that need to be filled out and sent to the Employee Experience Partner.
- **Employee Experience Partner** – You will send your I-9 document, forms of identification, virtual work agreement, COVID-19 vaccination status, etc. to your Employee Experience Partner. These items must be completed in the specific timeframe noted in your welcome email, or your start date will be delayed.

Internship Location Placement

You will be notified of your placement and preceptor no later than 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, or they will mail it to you in advance if you are a remote worker. Please ensure you follow the company device policy for the proper use and utilize it only for your work. You will be given your computer login information and email address during your HR Onboarding appointment.

Working Hours

The typical work week is up to 40 hours and varies based on workload and projects. We encourage Interns to complete assignments within their allotted 40 hours. Extenuating circumstances that potentially require overtime must be authorized by your preceptor in advance, approved by the Leadership Institute, and will be paid appropriately.

Vacation Time

As a new AdventHealth employee, you are allotted 3 days off up front, in alignment with AdventHealth policy. Interns are not eligible for Paid Days Off (PDO), so any days requested off will be unpaid.

Due to the length of your internship, we advise taking no more than one workweek off. Should you have extenuating circumstances we should consider, please contact the Leadership institute as it must be

approved prior to your internship start. You are also responsible for communicating any requested days off with your Preceptor and Rotation Supervisor.

Transportation

You are responsible for your own transportation to and from your assigned work location and meetings. We will reimburse you for travel between AdventHealth locations if required. Daily travel to/from your assigned work location and home is not reimbursable.

If you do not have a vehicle for the summer, please review local options to ensure you have reliable transportation options, as this is your responsibility as an AdventHealth employee.

Orientation

Internship Orientation will be held from May 14-15, 2024 for East Coast students and June 18-19, 2024 for West Coast students, via Zoom and is mandatory. 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. If you are unable to attend the live meeting, you will be required to watch the orientation videos during your first week of work.

Required Meetings

Meetings scheduled by the Leadership Institute are required during your internship experience. Every Friday you will attend Leadership Lessons hosted by executive speakers. If the department you are working in asks you to attend another meeting, finish a project, etc. during this time, it must be approved by the Leadership Institute. The Leadership Intern Conference is another mandatory set of meetings, including your Intern Expo, a leadership development workshop, and a fun, social networking event. The Intern Expo is an opportunity to share your learnings throughout your internship surrounding a specified topic. Invitations are sent to preceptors, leaders, and employees. Each intern will be welcome to invite a college mentor, professor, or leader. Your topic and presentation group will be provided to you during your internship. The Leadership Intern Conference is a three-day event. Day one will include Vespers with President & CEO, Terry Shaw. Day two is the Intern Expo and will include virtual presentations to AdventHealth executives and team members, as well as intern-invited guests live-streamed in the AdventHealth Studio Seven Broadcast Studio. Day two also includes a leadership development workshop as well as an in-person Leadership Lesson from an AdventHealth executive. The final day is Career Day where all interns are interviewed for positions in AdventHealth. This is a great opportunity to sharpen resume skills and interview techniques. This day will include information sessions on departments candidates weren't exposed to during the internship as well as networking opportunities with peers.

**Please note that this may change based on health or safety concerns and will become virtual as an alternative.*

Housing

If your internship requires you to relocate and you need housing, please note housing is considered a taxable benefit and appropriate taxes (the average of the housing cost system-wide) will be withdrawn from your biweekly paycheck. Your internship application indicated your location preferences, and we will do our best to place you accordingly.

Travel

If you must relocate for your internship or need to travel for Intern Conference, your travel will be reimbursed. You will learn expense reporting details at Orientation. Any flights should be purchased at a minimum of 14 days prior to your move in/out date, Conference, etc.