NOTE: Purple should be modified

NOTE: Yellow should be left in Yellow.

Good morning,

I hope this email finds you well.  We are looking forward to you starting next week.  Here is a quick summary of what you can expect:

1. You will send you two (2) emails to your home email address:
	1. Employment paperwork
	2. Benefits paperwork
2. MOTUS:  Keith Hallen will send you an invite to this program and he can walk you through any questions you may have about that program.  His email is keith\_hallen@kinexmedical.com.
3. IT:  You either should have or will shortly be receiving instructions from our Tech Department on how to set up your email, AppServer, etc.  Their email is techsupport@kinexmedical.com.
4. You should receive an invitation to orientation on XX/XX/XXXX.
	1. 1st day orientation with an agenda.
	2. You will attend the 1st day of orientation via Ring Central.
5. You should also receive an email for equipment training on XX/XX/XXXX.
	1. This is offered one time per month.
6. You will also receive an invite for a Ring Central meeting for assistance with the paperwork mentioned in #1 above – so other than printing them, you don’t need to complete them until Monday or Tuesday.
	1. Please be sure to bring the appropriate documentation for the I-9.
		1. We can use one document from list A or one from B and one from C (included in I-9 and forthcoming paperwork referenced in #1 above.
	2. We MUST by law have this completed within 3 days of your start date (IRS law).
	3. Your hiring leader will need to view the documentation and complete the I-9 with you.
7. ONLY INCLUDE IF FULL TIME: You benefits – any selected will be effective the first of the month after your hiring date.  We are currently with UnitedHealthcare.

I know we have lots of people involved in the new hire and orientation process hands I but I believe you will find this outline helpful.

Welcome aboard,