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](mailto: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](mailto: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,