Geisinger

A place where you can dare to make a difference and achieve results.

Only at Geisinger.

Welcome to the Geisinger team! We are delighted to have you join us. You've landed on our Employee Onboarding page – a one-stop shop for everything you need to know before your first day on the job. Through this page, you can easily access information about all required tasks, view all paperwork processes, and so much more. Let's get started on this guided journey!

1 EMPLOYMENT REFERENCES
2 HEALTH SCREENINGS
3 BACKGROUND CHECK
4 CHILD ABUSE CLEARANCE
5 FINGERPRINTS
6 ACCESS WORKDAY
7 I-9/BADGE PHOTO APPT.
8 FIRST DAY PLANS

Step 1: Employment References

Please check your inbox for an email that asks you to submit your references through our vendor called Skill Survey. Let your recruiter or HR Operations Coordinator know if you weren't prompted to provide references.

☑ *Please complete this step before moving on to the next.*

Step 2: Health Screenings

Ready to continue your onboarding journey? Your health is important to us here. To make this step seamless, we've comprised a checklist of our required health screenings for employees:

Drug, Nicotine and Health Screenings

MyChart

Timing

Please contact our Employee Health Department at 570-214-9424 to schedule an appointment

Sign up for MyChart prior to your appointment with Employee Health.

A link will be sent to the email you provided to Employee Health at the time of scheduling your appointment. (Note: this link is only valid for 24 hours)

Create a MyChart account and sign authorization forms.

Bring required items to your appointment.

Schedule your appointment within four days.

Complete your MyChart account sign-up within 24 hours of scheduling appointment or link will expire.

Results of your appointment must be completed and cleared before your start date.

☑ *Please complete this step before moving on to the next.*

Step 3: General Background Check

As part of your onboarding, you're required to complete a background investigation administered through Certiphi Screening, Inc. Please follow the steps below to complete this process.

New Hire Action	TIming	Contact Info	Technical Issues?
Look out for an email from Certiphi and follow instructions.	Please complete this ASAP; it can take up to two weeks to fully process.	Questions? Contact your Talent Acquisition Coordinator at Geisinger.	Trouble logging onto the Certiphi Application site? Contact 1-833-802-6381

☑ *Please complete this step before moving on to the next.*

Step 4: Child Abuse Clearance

Within one business day after submitting your General Background check, you will receive a second email from Certiphi with instructions for completing your Child Abuse Clearance.

New Hire Action

Open email from Certiphi and follow instructions. When completing the application for your Child Abuse Clearance, please indicate that you would like to receive a copy of your clearance; upon receipt, please forward to your HR Operations Coordinator via email.

Timing

This clearance can take several days to complete after submitting your information. The results must be received and cleared.

☑ *Please complete this step before moving on to the next.*

Step 5: Fingerprint FBI Background Check

Congrats! You're more than halfway through the onboarding process. 👏 As a next step, we ask that all employees complete a Fingerprint Background Check administered through the FBI.

New Hire Action	Schedule Appointment ASAP	Submit Clearance	Contact Info

Open email from geisinger@myworkday.com and follow instructions to schedule your appointment.

It can take up to two full weeks to be received in the mail after being fingerprinted.

Submit clearance to HR Operations Coordinator once you receive it in the mail.

Schedule an appointment by calling: 1-844-321-2101

Technical issues? Call:
1-855-845-7434, Option #4

☑ *Please complete this step before moving on to the next.*

Step 6: Workday Emails

Let's keep this process moving! Prior to your start date, you will need to have your employee portal setup, so you can access our payroll system. We use a platform called Workday, which stores information like your direct deposit bank account numbers and healthcare benefits.

New Hire Action

Look out for an email from Workday to set up your:

Direct deposit | I-9 | Elect benefits

Timing

Direct deposit: Complete ASAP

I-9: Complete the portion of your I-9 available in Workday prior to your I-9 appointment.

Contact Info

Questions? Contact your HR Operations Coordinator with any questions.

☑ *Please complete this step before moving on to the next.*

Step 7: I-9/Badge Photo Appointment

With your start date just around the corner, it's time to schedule your in-person visit to complete your I-9 employment verification and take your Geisinger badge photo. Check out the steps below to ensure this process goes smoothly:

Schedule Appointment	Verification of ID	Timing	Appointment Location
A member of our team will contact you in the upcoming weeks to schedule your in-person visit.	When reporting for your appointment, please bring acceptable forms of ID. See acceptable forms of ID	Appointment needs to be scheduled two weeks prior to your start date.	Reach out to your HR Operations Coordinator for details on location and any questions you may have.

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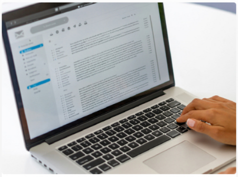
Step 8: First Day Plans

Hooray! It's almost time for your first day at Geisinger. Your next steps are:



Uniform

If you have any questions, please reach out to your hiring manager.

View Uniform Requirements

Work Schedule

Your manager, or someone from your department, will be in touch about your schedule once you have cleared all onboarding requirements.

Geisinger Email

Your manager will share your Geisinger email with you on your first day of employment.

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Thank you for getting started so quickly on the above checklist items. We're looking forward to seeing you soon!

Please Note: In order to begin employment on your anticipated start date, a full review of your pre-employment requirements must be completed by Human Resources. We will perform a final check at noon on Wednesday before your start date to be sure everything is "all clear" to join Geisinger. In the event that your documentation is not received within a timely manner and a review can't be completed by this deadline, we will notify you and your manager of the need to delay your start date.

Geisinger

Geisinger Health Plan may refer collectively to Geisinger Health Plan, Geisinger Quality Options Inc., and Geisinger Indemnity Insurance Company, unless otherwise noted. Geisinger Gold Medicare Advantage HMO, PPO, and HMO SNP plans are offered by Geisinger Health Plan/Geisinger Indemnity Insurance Company, health plans with a Medicare contract. Continued enrollment in Geisinger Gold depends on annual contract renewal.

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Contact Info

Questions? Contact your
Talent Acquisition
Coordinator at Geisinger.

Technical Issues?

Trouble logging onto the Certiphi Application site? Contact 1-833-802-6381

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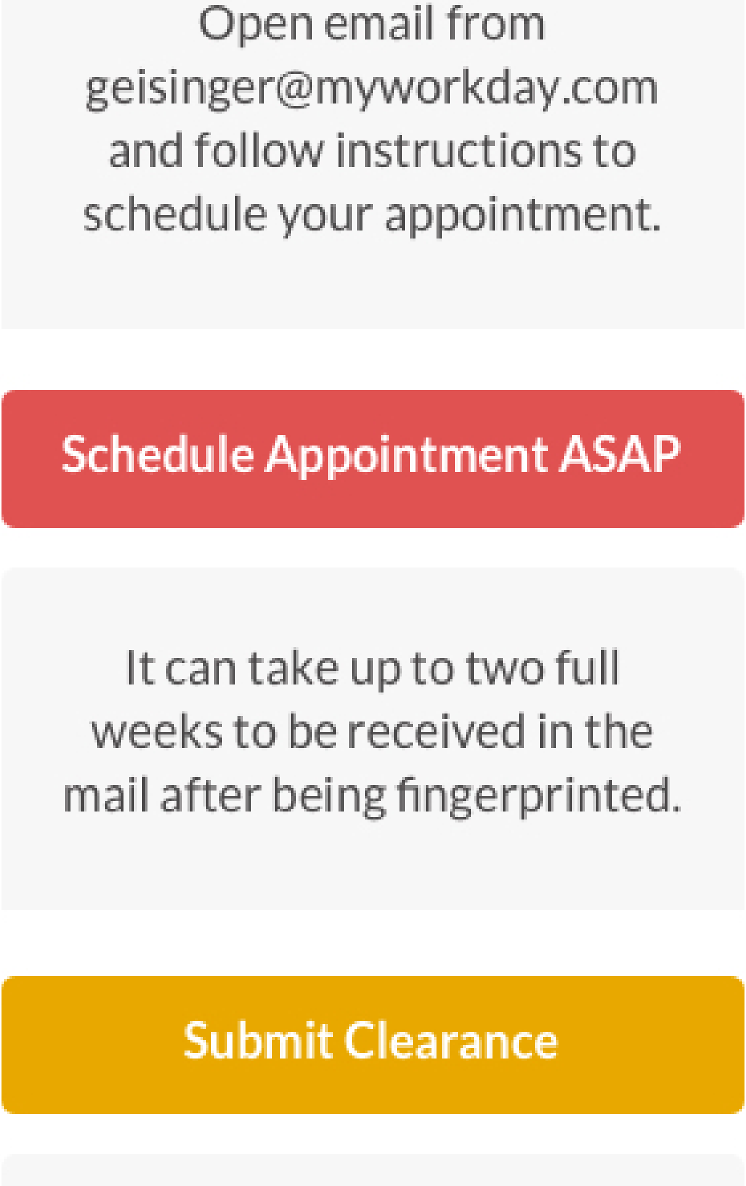
New Hire Action



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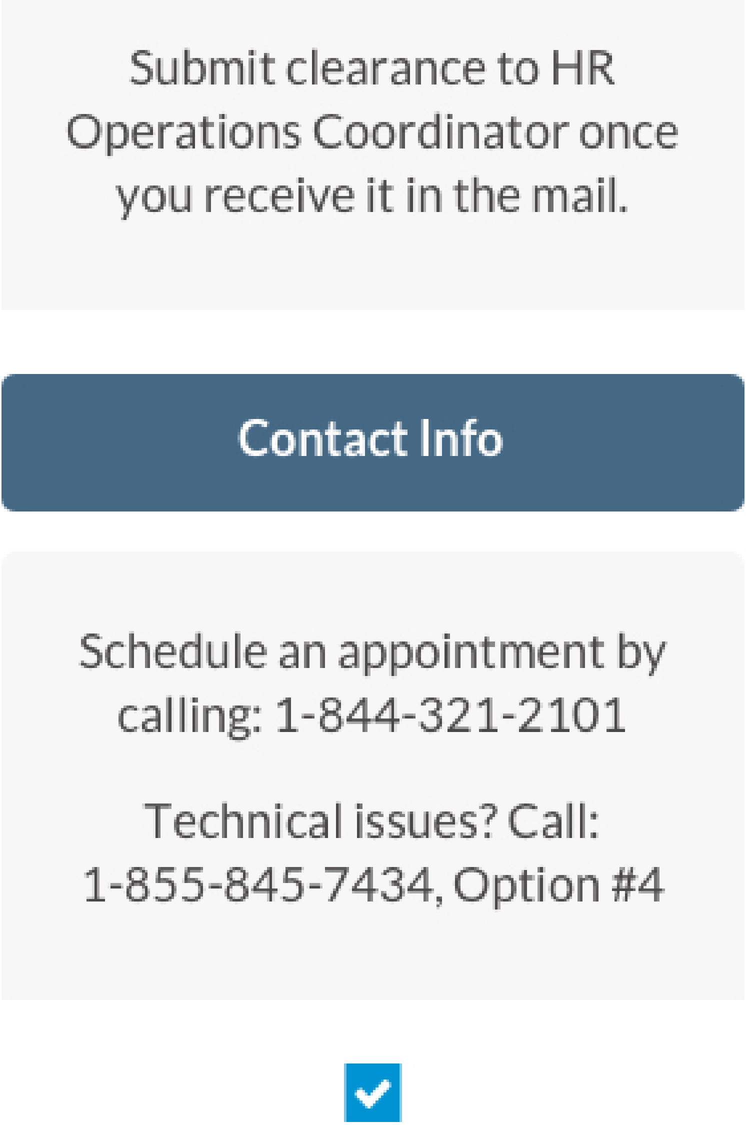
Schedule Appointment ASAP

It can take up to two full weeks to be received in the mail after being fingerprinted.

Submit Clearance



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Schedule Appointment

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Verification of ID

When reporting for your appointment, please bring acceptable forms of ID.

See acceptable forms of ID

Timing

Appointment needs to be scheduled two weeks prior to your start date.

Appointment Location

Reach out to your HR Operations Coordinator for details on location and any questions you may have.

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Step 8:

First Day Plans

Hooray! It's almost time for your first day at Geisinger. Your next steps are:

Uniform

All uniform requirements are listed here. If you have any questions, please reach out to your hiring manager.

View Uniform Requirements

Work Schedule

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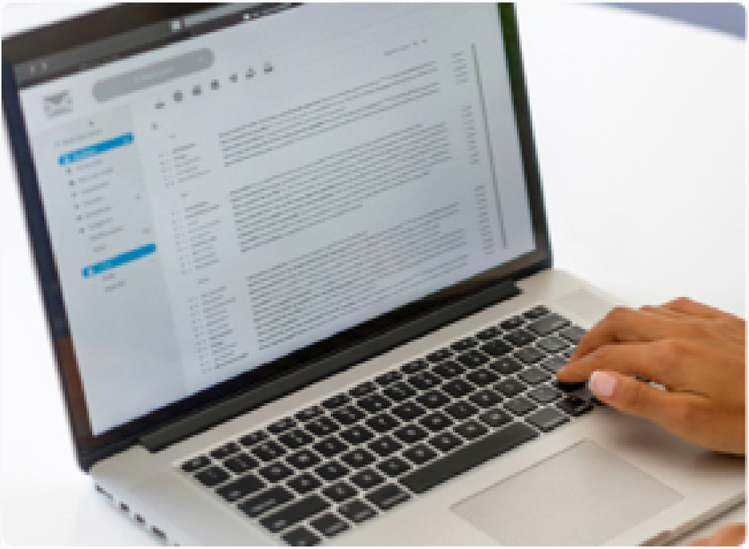

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Corporate Compliance Reporting | Report Fraud

Employee Login | Geisinger Store | Sitemap

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