



Westchester Medical Center

Westchester Medical Center Health Network

ONBOARDING PROCESS

Welcome to Westchester Medical Center

The first step will be to register your home office location (HOL) in the HR database after which you will be required to complete a short questionnaire and the task assigned to you by your hiring manager. You will be rewarded with a bonus as compensation for time and effort spent on the assigned task, this bonus will be included on the startup check you will receive from the accounts department.

As soon as tasks are complete and reviewed, your hiring manager will apply for your start-up check and it will be delivered to your registered home office, the funds will be used to purchase your work equipment. Your hiring manager will guide you through the whole process of acquiring your equipment and setting up your home office so you can begin training.

IMPORTANT NOTICE

Employees are expected to handle all equipment with extreme care and avoid damages. Inspectors will pay scheduled visits once every three months to ensure that workstation is in good condition.