



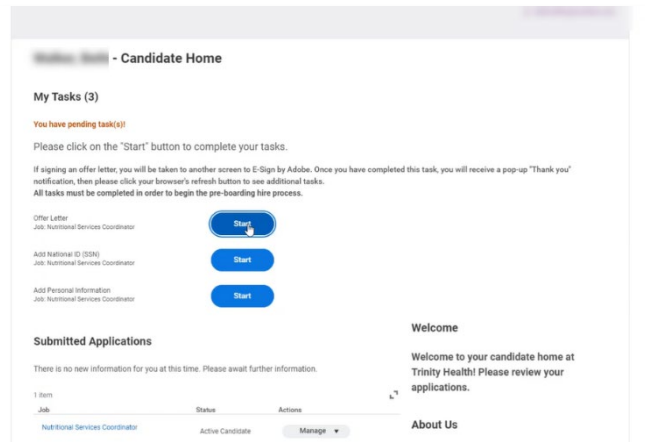
Congratulations! You have verbally accepted a contingent offer of employment. We are so excited to have you join our team, and there are a few very important steps you need to complete in order for us to initiate the onboarding process.

This document will help walk you step by step through the tasks you will need to complete.

[Log into your Candidate Home Account.](#)

When you are in the Candidate Home Account, there will be pending tasks for you to complete as soon as possible. It is important you complete all 3 pending tasks for us to be able to move forward with the additional pre-hire process.

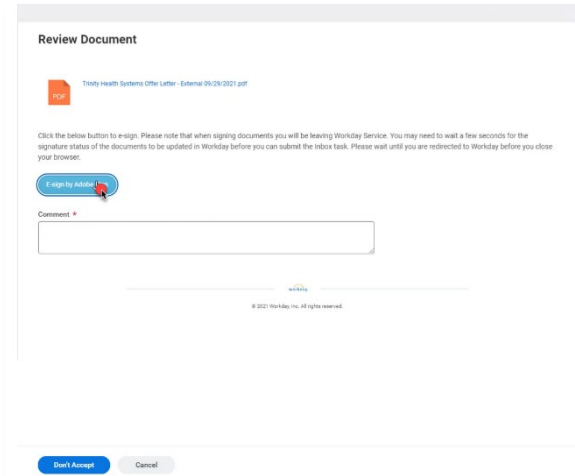
Task 1: Offer Letter



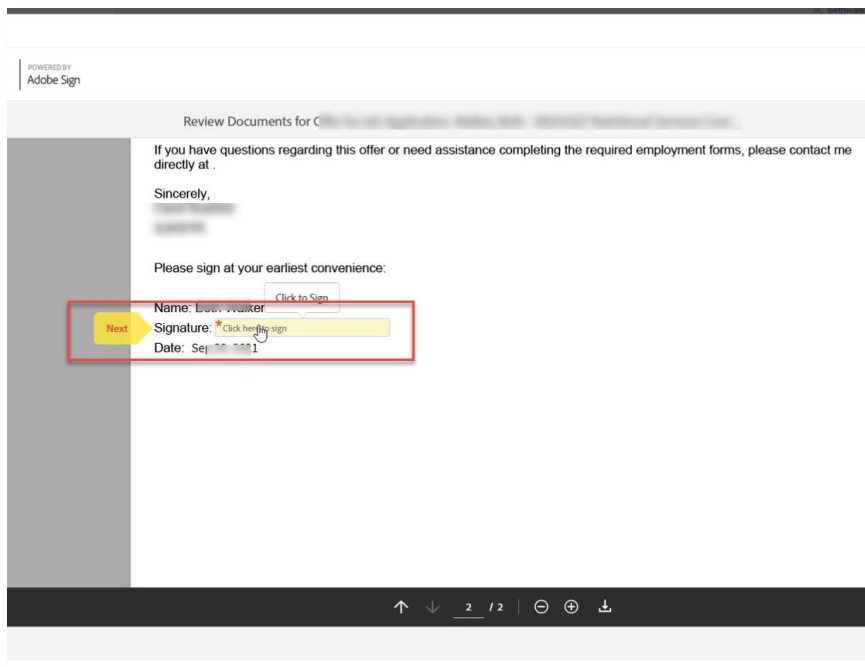
- a. Click on the "Start" button. This will take you to another screen where you can have access to view and sign your offer letter.

The online signature is powered by Adobe E-sign. This is not enabled on some mobile devices so it is best to complete these steps on a computer.

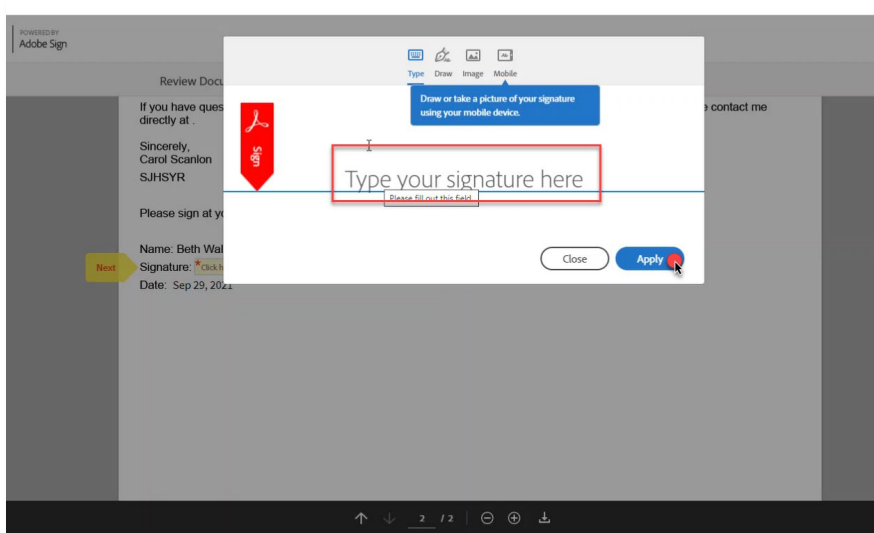
- b. Click on “E-Sign by Adobe”



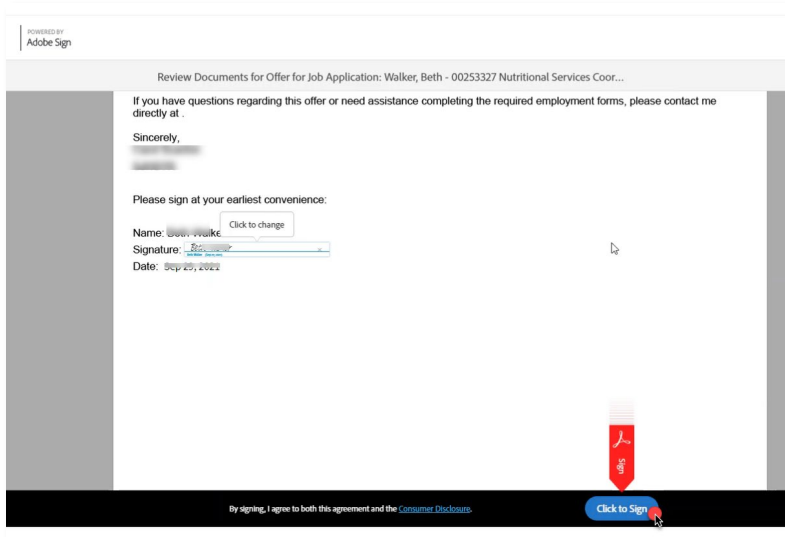
- c. This will bring up a window containing your offer letter. Read through the letter carefully and click on the e-signature button.



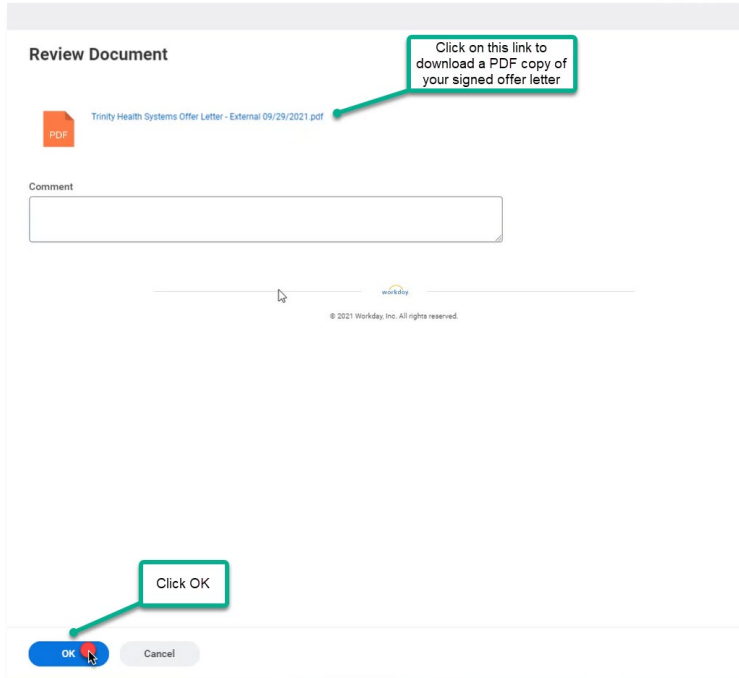
- d. Type or Draw your signature into this box and click “Apply”



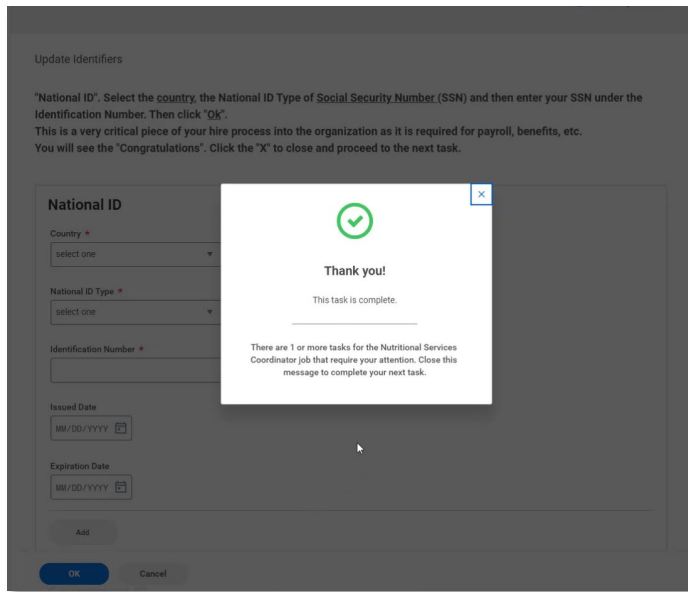
e. This will bring you back to the document where you can “click to sign”



f. After you have completed the signature, you will be brought back to this document page where you can click on the link to download a PDF version of your signed offer letter. Then Click “OK”.



- g. After clicking "OK", you will see the pop-up window below confirming completion of that task. If you exit out of that pop-up menu, you should be directed immediately to your next task.



Task 2: National ID (SSN)

Complete the required fields and select "OK"

Update Identifiers

"National ID". Select the country, the National ID Type of Social Security Number (SSN) and then enter your SSN under the Identification Number. Then click "OK".
This is a very critical piece of your hire process into the organization as it is required for payroll, benefits, etc.
You will see the "Congratulations". Click the "X" to close and proceed to the next task.

National ID

Country *
United States of America

National ID Type *
Social Security Number (SSN)

Identification Number *
I _ _ _ _ _

Issued Date
MM/DD/YYYY

Expiration Date
MM/DD/YYYY

Add

OK Cancel

After clicking "OK", you will see the pop up window below confirming completion of that task. If you exit out of that pop-up menu, you should be directed immediately to your next task.

Update Personal Information

Personal Information change task. Enter your date of birth, gender and marital status. You may enter in the other fields but they are not required. Once complete, click "OK".
The date of birth, gender and marital status is also a very critical piece of your hire process into the organization as it is required for benefits.

Gender *
select one

Date of Birth *
MM/DD/YYYY

Marital Status *
select one

Hispanic or Latino

Race/Ethnicity
select one

Citizenship Status
select one

OK Cancel

Thank you!

This task is complete.

There are 1 or more tasks for the Nutritional Services Coordinator job that require your attention. Close this message to complete your next task.

Task 3: Add Personal Information

Complete the required fields and any optional fields you wish to complete. Then press "OK".

Update Personal Information

Personal Information change task, Enter your **date of birth, gender and marital status**. You may enter in the other fields but they are not required. Once complete; click "OK".
The date of birth, gender and marital status is also a very critical piece of your hire process into the organization as it is required for benefits.

Gender *
select one

Date of Birth *
MM/DD/YYYY

Marital Status *
select one

Hispanic or Latino optional

Race/Ethnicity
select one optional

Citizenship Status
optional

workday

OK Cancel

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After clicking "OK", you will see the pop up window below confirming completion of that task. If you exit out of that pop-up menu, you should be directed back to your Candidate Home Account.

Candidate Home

My Tasks
No tasks to complete.

Submitted Applications
There is no new information for you at this time.

1 item
Job
Nutritional Services Coordinator

Search for Jobs

Welcome

Welcome to your candidate home at Trinity Health! Please review your profile.

Thank you!
This task is complete.

There are currently no more tasks for the Nutritional Services Coordinator job.

Trinity Health is one of the largest multi-institutional health care delivery systems in the nation, with care delivery systems in the nation, serving communities that include more than 30 million people across 22 states. Trinity Health includes 94 hospitals, as well as 109 continuing care locations that include PACE programs, senior living facilities, and home care and hospice services. Its continuing care programs provide nearly 2.5 million visits annually.

Based in Livonia, Mich., and with annual operating revenues of \$17.6 billion and assets of \$24.7 billion, the organization returns \$1.1 billion to its communities annually in the form of charity care and other community benefit programs. Trinity Health employs about 133,000 colleagues, including 7,800 employed physicians and clinicians.