

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

- Callulu				
My Tasks (3)				
You have pending task(s)!				
Please click on the "Start" but	ton to complete you	ır tasks.		
If signing an offer letter, you will be ta notification, then please click your bro All tasks must be completed in order	ken to another screen to owser's refresh button to to begin the pre-boarding	E-Sign by Adobe. Once you h see additional tasks. g hire process.	ave completed this ta:	sk, you will receive a pop-up "Thank you"
Offer Letter Job: Nutritional Services Coordinator	Start			
Add National ID (SSN) Job: Nutritional Services Coordinator	Start			
Add National ID (SSN) Job: Nutritional Services Coordinator Add Personal Information Job: Nutritional Services Coordinator	Start			
Add Halfinnal ID (S3N) Jac: Numinaal Services Coordinator Add Personal Information Jac: Numineal Services Coordinator	Start		Wel	come
Add National (0) (534) Add Nersonal Continuation Add Personal Information Jae: Numinoual Services Coordinator Submitted Applications There is no new information for you at 1 litem	Start Start	uther information.	Wel Wel Trini appl	come come to your candidate home at ty Health! Please review your lcations.

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"

	in the second seco
Trinity Health S	nterna Ciffer Letter - External 09/29/2021 pot
Click the below button to e- signature status of the docu your browser.	sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the ments to be updated in Workday before you can submit the inbox task. Please wait until you are redirected to Workday before you close
E-sign by Adobe	
Comment *	
	ા છે. પ્રેર્ગ છે. છે. 2017 મારાએ તેણા માત્ર, કરે મુલ્લે માત્ર સ્વત્ર માત્ર
	a 2012 Marking you. Af spinn someraid.
	a kirila 8 2021 Hoxday Inc. Af sylan suscent.
	a 2023 final day ina anti-

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

POWERD BY Adobe Sign	
Review Documents for C	And All Control Control Control Control
If you have questions regarding this offer or need assistance directly at . Sincerely, Please sign at your earliest convenience: Name: Low watker Click to Sign Next Signature: "Cick being sign Date: Segment 1	completing the required employment forms, please contact me
↑ ↓ <u>2</u> /3	e   ⊖ ⊕ <b>∓</b>

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".

Review Document	Click on this link to download a PDF copy of your signed offer letter
Trinity Health Systems Offer Letter - Extern	nal 09/29/2021 pot
	© 2021 Workday, Inc. All rights reserved.
Click OK	
ОК Cancel	

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"

date Identifiers	
itional ID". Select the country,	the National ID Type of Social Security Number (SSN) and then enter your SSN under the
ntification Number. Then click	. " <u>Ok</u> ".
is is a very critical piece of you	Ir hire process into the organization as it is required for payroll, benefits, etc.
u will see the "Congratulations	". Click the "X" to close and proceed to the next task.
National ID	
National ID	
Country *	
United States of America	v <b>4</b>
National ID Type *	
Social Security Number (SSN)	<b>v</b>
Identification Number *	
<u>    I                                </u>	
Issued Date	
MM/DD/YYYY	
Expiration Date	
MM/DD/YYYY	
Add	

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.

Personal Information change ta	ask, Enter your date of birth, gender and marital status. You may enter in the other fields but
they are not required. Once cor	nplete; click " <u>Ok</u> ".
required for benefits.	arital status is also a very critical piece of your hire process into the organization as it is
Gender *	
select one	
Date of Birth *	Ŭ T
MW/DD/YYYY	Thank you!
	This task is complete.
select one	
	There are 1 or more tasks for the Nutritional Services Coordinator job that require your attention. Close this
Hispanic or Latino	message to complete your next task.
Race/Ethnicity	
select one	*

## Task 3: Add Personal Information

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

I Indate Personal In	formation
oputereisonurm	
Personal Informati they are not require The date of birth, g	on change task, Enter your <u>date of birth, gender and marital status</u> . You may enter in the other fields but ed. Once complete; click " <u>Ok</u> ". Jender and marital status is also a very critical piece of your hire process into the organization as it is to
Condor *	
Gender •	
select one	*
Date of Birth *	
MM/DD/YYYY	
Marital Status ★	
select one	×
Hispanic or Latino	optional
Race/Ethnicity	
select one	✓ optional
Citizenship Status	
	i≡ optional
	workday

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 H	ome
My Tasks	
No tasks to complete.	
	Welcome
Submitted Applications	Walcome to your condidate home at
There is no new information for you at this tin	e lease review your
	bons.
Job	
Nutritional Services Coordinator	Thank you!
	This task is complete
Search for Jobs	this task is complete.
	These are suggestive as more tasks for the Nutritional
	Services Coordinator ob. It is one of the largest multi-institutional
	alth care delivery systems in the nation. Here communities that include more than 30
	million people across 22 states. Trinity Health includes
	that include PACE programs, senior living facilities, and
	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 hereful programs. Trinity Health employs
	about 133,000 colleagues, including 7,800 employed
N	