

This is **Leading The Way**; a weekly discussion guide to inform and prepare leaders and their teams for the transition to AdventHealth. Use this guide as talking points with your team in meetings, huddles, or however you communicate with your team today.

LEADERSHIP CORNER

Talent Acquisition Requisitions in My Team

As leaders within AdventHealth manage day to day operations of their department, they also maintain the appropriate staffing levels for their teams. During the People Leader Workshop, you learned about My Team within The Hub where you can view information about you team members and initiate transactions to manage positions within your department.

Beginning March 1, **My Team** is where you will go to initiate talent acquisition requisitions to fill a vacant position, including replacement positions.

Hiring managers have been invited to attend a **Talent Acquisition** training course. Please take advantage of this training opportunity, especially if you currently have an open requisition to fill.

KEY DATES



Week of Feb 17
Training Begins

Feb 18-19
Vendor Benefits Fair

March 1
Officially AdventHealth

For questions, email
Readiness@adventhealth.com

DISCUSSION TOPICS FOR YOUR TEAM

Training Begins This Week

Training sign ups for upcoming virtual instructor-led training (VILT) courses have been distributed. For certain courses, multiple sessions are being offered and you only need to attend one session. Please sign up for the session that best fits your schedule.

Note that not all team members will receive invitations for instructor-led training, they are based on role. Additional web-based training for all team members will be available soon.

Reminder: all training sign up links are distributed to specific audiences and should not be shared with other team members.

Benefits Vendor Fair – Coming Soon!

Remind your team members to attend the upcoming Benefits Vendor Fair, which will be held onsite at Shore Point Port Charlotte on February 18 and 19. Here you will be able to meet with benefits vendors, learn more about benefits offerings and get your questions answered.

Members from our team will be onsite to share information about how you will enroll in benefits using The Hub, beginning on March 1.

Clock from Any Device

As we move closer to March 1, team members can choose from three methods for clocking in and out: Web clocking in The Hub using the My Time and Schedule tile, the UKG Pro application on a mobile device:

- Computer, desktop, or tablet using a web browser
- UKG Timeclock – use your primary badge to punch in and out
- UKG Pro app on a mobile device. To make clocking easy from a mobile device, connect to the guest Wi-Fi in your facility