

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. Click here to access: <u>Candidate Home Account</u>

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

- Calluit	late Home			
My Tasks (3)				
You have pending task(s)!				
Please click on the "Start" bu	itton to complete yo	ur tasks.		
If signing an offer letter, you will be t notification, then please click your b All tasks must be completed in orde	rowser's refresh button to	see additional tasks.	have completed	this task, you will receive a pop-up "Thank you"
Offer Letter Job: Nutritional Services Coordinator	Star			
Add National ID (SSN) Job: Nutritional Services Coordinator	Start			
Add Personal Information Job: Nutritional Services Coordinator	Start			
				Welcome
Submitted Applications				
There is no new information for you	at this time. Please await	further information.		Welcome to your candidate home at Trinity Health! Please review your
			.7	applications.
1 item				

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"

Review Docu	inch i
POF Trinity He	alth Systems Offer Letter - Extend 09:21/2221 pot
	to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the documents to be updated in Workday before you can submit the Inbox task. Please wait until you are redirected to Workday before you close
your browser.	r documents to be updated in workday before you can submit the indox task. Prease wait until you are redirected to workday before you clos
E-sign by Adobe	
Comment *	
Continent	
	winny
	III 2021 Workday Ins. All rights meanwell.

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

POVERED BY Adobe Sign	
Review Documents for C	
If you have questions regarding this offer or need assistance completing the required employment forms, please or directly at . Sincerely, Please sign at your earliest convenience: Name: Low, waker Click to Sign Next Signature: *Cick heige sign Date: Seg *****1	ontact me
↑ ↓ 2 /2 ⊖ ⊕ ±	
$\neg \qquad \neg \qquad \downarrow \qquad 12 \qquad \forall \qquad \blacksquare \qquad 2$	

d. Type or Draw your signature into this box and click "Apply"

Name: Beth Wa Signature: "cas Date: Sep 23, 2022 Arrively and the second secon	Addbe Sign Review Doc. If you have ques Grievely, Carol Scanton S.HSYR Please sign at ye	Contact me	
	Next Signature: *Click h		

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

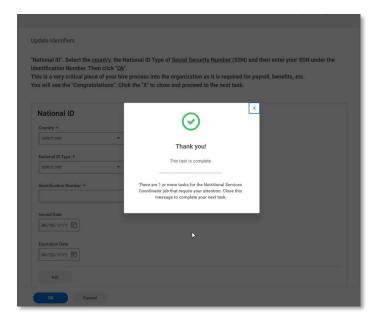


f. After you have completed the signature, you will be brought back to this document page where you can click on the link to download a PDF version of your signed offer letter. Then Click "OK".

Review Document	Click on this link to download a PDF copy of your signed offer letter
Trinity Health Systems Offer Letter - External 09/29/2021 pdf	
Comment	

Click OK	
OK 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	
tional ID". Select the <u>country</u> , the ntification Number. Then click "(e National ID Type of <u>Social Security Number (</u> SSN) and then enter your SSN under the Ok"
s is a very critical piece of your	hire process into the organization as it is required for payroll, benefits, etc.
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 *	
	· •
dentification 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.

they are not required. Once compl	lete; click " <u>Qk</u> ".
The date of birth, gender and mari required for benefits.	ital status is also a very critical piece of your hire process into the organization as it is
required for benefits.	
Gender *	×
select one 💌	
	Thank you!
	This task is complete.
Marital Status *	
select one 🔻	There are 1 or more tasks for the Nutritional Services
Hispanic or Latino	Coordinator job that require your attention. Close this message to complete your next task.
Race/Ethnicity	
select one 💌	
Citizenship Status	

Task 3: Add Personal Information

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

Update Personal Inf	formation
oputter ersonur m	omaton
they are not require	on change task, Enter your <u>date of birth, gender and marital status</u> . You may enter in the other fields but xd. Once complete; click " <u>Ok</u> ". ender and marital status is also a very critical piece of your hire process into the organization as it is s.
Gender *	6
select one	×
Date of Birth *	
MM/DD/YYYY 🛱 🤙	
Marital Status *	
select one	v designed and the second seco
Hispanic or Latino	optional
Race/Ethnicity	
select one	✓ optional
Citizenship Status	
	i≡ optional

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	Welcome to your candidate home at
There is no new information for you at this tin	e. Yealth! Please review your
	Sons.
Job	
Nutritional Services Coordinator	Js Thank you!
	This task is complete.
Search for Jobs	this task is complete.
	There are currently no more tasks for the Nutritional
	Services Coordinator ob.
	talth care delivery systems in the nation.
	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.