



New Graduate Hiring Checklist

Welcome and thank you for your interest in joining Island Health!

This document outlines the next steps you need to complete as you move through the hiring process.

GETTING HIRIED	
<input type="checkbox"/>	<p>1. Check your email/voicemail frequently for job offers</p> <p>You may be offered the following types of positions:</p> <ul style="list-style-type: none"> • Temporary • Regular <p>Please note: Definitions of the position types are included in the glossary on page 5.</p> <ul style="list-style-type: none"> • After the regional panel interviews, hiring managers will identify their selected new grad candidates for the different opportunities in their departments and will connect in with the Recruiters. • Your Recruiter will be in touch with you throughout the process, including when you have a job offer. • This job offer will be specific to the unit which is offering you a position and in addition to the conditional offer letter you would have received at the beginning of the hiring process. • The job offer will be communicated by phone and/ or email to the phone number and email address on your VI-Hire profile.
<input type="checkbox"/>	<p>2. Accept or decline a position within 48 hours</p> <p>It may take several weeks to fill all of the available positions. You are encouraged to check your phone & emails frequently during this time to ensure that this important 48-hour window is not missed.</p> <p>If you do not respond to the job offer within 48 hours, the job offer will be rescinded, and the hiring manager will offer the position to an alternate Grad.</p>
<input type="checkbox"/>	<p>3. Complete new hire documentation (Essential Documents)</p> <p>After you accept the job offer, you will receive a formal letter through VI-Hire indicating your “date of hire” and the steps to complete the hiring process.</p> <p>Note: Your date of hire is not the day you start shifts on your new unit/program area, subsequently, you will be communicated an orientation schedule by the hiring team.</p>



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GETTING LICENSED	
<input type="checkbox"/>	<p>1. Obtain your BCCNM Provisional License</p> <p>A condition on the job offer is that you receive BCCNM Provisional licensure.</p> <ol style="list-style-type: none"> 1) Complete and <u>submit all paperwork and payment</u> to obtain your BCCNM Provisional License. Go to BCCNM Registration for B.C. grads for details. 2) When you have confirmation of your Provisional Registration email a copy to: Recruitment@islandhealth.ca Note: The date of your provisional licensure will influence your start date as well as your ability to begin your Onboarding/Orientation requirements. 3) Please note that it will take approximately 48 hours after you've sent your registration to Recruitment to receive your employee number and Island Health email address. <p>**To access Island Health resources (intranet and your island health email) remotely please ensure you have signed up and registered an authenticated Multi-Factor Authentication (MFA) device. This is a security standard which requires an authenticated device (typically cellular phone or other mobile device) to provide a second step of authentication (2nd Factor) when user logs in. See resource at the end of this checklist (page 6).</p>
<input type="checkbox"/>	<p>2. Schedule and prepare for NCLEX</p> <p>Studies show that graduates who write the NCLEX within 6 months of graduation have a higher success rate than those who differ past this time.</p> <ul style="list-style-type: none"> • Consider utilizing UWorld to support your success with NCLEX.
<input type="checkbox"/>	<p>3. Report exam results to your manager (Pass or Fail)</p>

GETTING READY	
<input type="checkbox"/>	<p>1. Create a LearningHub Account</p> <p>When you have your Island Health email address, create an account by following these steps:</p> <ul style="list-style-type: none"> • Log on using Learning Hub • Under the User Name field, select New User • When the disclaimer appears, click I Agree and the sign-up screen appears • Select your role from the Select your employment status and click Continue • Select Island Health as your primary organization and click Continue • Complete the Employee fields, and click Save • Enter your Island Health Email Address



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<ul style="list-style-type: none"> You will receive an email asking to confirm your email address and enable your LMSaccount. This will allow you to register for online and classroom courses and see your education history. 	
<input type="checkbox"/>	2. Update your Island Health profile (Existing employees – ONLY)
<p>Log into the:</p> <ul style="list-style-type: none"> Learning Hub and update your profile to an Employee. VI Hire using your new VIHA email address and update the new employee profile. 	
<input type="checkbox"/>	3. Review webpage resources listed below (within the first few weeks of hire).
<p>Review the following Island Health resources:</p> <ul style="list-style-type: none"> New Graduate Transition Support: Graduates <ul style="list-style-type: none"> Please also see: <ul style="list-style-type: none"> Frequently asked questions New Employee Resources (islandhealth.ca) 	
<input type="checkbox"/>	4. Complete the modules on the Learning Management System (LMS)
<p>Complete following Island Health modules:</p> <ul style="list-style-type: none"> New Employee Orientation (NEO) – (course #15898) <ul style="list-style-type: none"> Complete before your first shift (or unit orientation) You do not need to do this again if you completed NEO in the past 12 months as an EmployedStudent Nurse (ESN/ESPN) and have an LMS Record of Completion. Introduction to Mentoring module (course #7003) <ul style="list-style-type: none"> This course provides an overview and strategies and tips to establish a successful Mentoring Relationship for both Mentors and Mentees. 	
<input type="checkbox"/>	5. Register and complete the Island Health Safe Patient Handling session (in-person)
<p>Register for the Island Health Safe Patient Handling in person session in your area. Please obtain approval from your manager or supervisor prior to registering on the Learning Hub.</p> <p>Notes:</p> <ul style="list-style-type: none"> Completed before working your first shift (or unit orientation) You do not need to do this again if you completed it in the past 12 months as an employee and have a LMS Record of Completion. 	
<input type="checkbox"/>	6. Complete the mandatory New Employee Health Assessment/ Occupational Health & Safety Immunization reporting



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Follow up recommendations **before** working your first shift (or unit orientation):

- Prior to starting, call the Workplace Health Call Centre (WHCC) at 1.866.922.9464 and ask for a New Employee Health Assessment as soon as you have your Island Health employee number and email. Have on hand your:
 - Island Health email address
 - Immunization records, or any documents relating to your immunization or TB testing
- Inform WHCC that you are an Island Health new hire and are calling for your Employee Health Assessment. They will connect you with a WHCC Occupational Health Nurse (OHN).
- Discuss your immunization status with the WHCC Occupational Health Nurse (OHN).
- Complete any immunizations or tests recommended by the WHCC OHN.
 - North Island and Remote Areas: Make an appointment at your local Public Health Unit to complete immunizations or tests.
 - All other staff: Attend any [Employee Immunization Clinic Schedule](#) to complete immunizations or tests.

7. Develop a **Learning Plan**

- Develop a Learning Plan by using the unit's Competency Assessment Planning Evaluation (CAPE) tool or other resource(s).
 - Learning Plan template and examples are located on the Island Health [New Graduate Transition: Graduate](#)
 - [BCCNM Entry-Level Competencies](#)
- Share your learning plan with mentor/educator/leader **on your first day** so they can support you in achieving your learning goals and support the consolidation of practice.

8. Obtain your **Island Health photo ID**

- All employees are required to display an Island Health issued Photo ID badge. You must have your photo taken as soon as you receive your employee number and are able to access the Island Health intranet.
- Visit the [Island Health Photo I.D.](#) Learning Hub to complete the steps to request photo ID.

GETTING ESTABLISHED

9. **Connect with your Manager** before the first day

Questions to consider asking:

- What is my orientation or work schedule?
- Who will be my mentor?



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- Where can I get additional unit information to assist with the development of my learning plan?
- Who will be reviewing my learning plan?
- How often will my learning plan be reviewed to ensure my ongoing success?
- Where can I get an access card?
- What is the dress code?
- How to provide your availability for shifts?

ADDITIONAL RESOURCE INFORMATION

Helpful New Employee Resources

- [Employee Resources](#)
- About the [New Graduate Transition Support: Graduates](#)
- Review [Staff Scheduling](#)
- Sign up for [Employee Self Service](#)
- Review your Union [Collective Agreement](#)
- Parking- Island Health offers a wide range of parking and commuting options. Please [Click Here](#) for further information.

Applying for jobs as an employee

Log into your new Vi-Hire employee account using your Island Health email address.

- As an employee you will be able to view all postings; i.e. full time and part job
- You are encouraged to apply to any current/future job postings of interest, particularly if you are hired into a casual or temporary position.

Do you have questions?

Send questions to:

- Your hiring manager or TalentAcquisition@islandhealth.ca
- New Graduate Transition Support, **Professional Practice**, professionalpractice@islandhealth.ca

GLOSSARY

Regular or temporary vacancies in individual departments – In some instances there may be existing vacancies that have gone unfilled for a period of time. Managers may choose to offer you one of these positions. Regular and Temporary positions are generally only on one unit and have regular schedules. Regular positions will be eligible for benefits and in some



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instances Temporary positions may be eligible for a portion of the benefit package. Temporary positions have an end date and when that date occurs the Grad would move to a casual status.

Casual position – Casual positions do not have set schedules and as such the amount of work can vary seasonally. Casual staff are called in to do workload, vacation, sick relief etc. Grads are hired to a single department but may choose to be added to the casual call lists of other units at a later date with the agreement of managers.

If you have any questions on the above position types, please contact [HR Access](#)

Multi-Factor Authentication (MFA) – Step by Step Instruction

Multi-Factor Authentication (MFA) and Self-Serve Password Reset (SSPR) Setup Using ONLY your Mobile Device

Includes iOS, Android, Windows mobile – screenshots may differ between devices and mobile operating systems

IMPORTANT NOTE
SSPR will not be available to most Island Health users until the middle of March 2022

Step 1: Preparing your mobile device and App	
1. <u>Close all other apps</u> before you start!	
2. Is the Microsoft Authenticator app installed on your mobile device?	
No - and you're using a corporate iOS device, call the Service Desk at 1.877.563.3152 Local 18777 and request IM/IT push the app to the device	
No - and you're using a personally owned device, go to the app store and <u>install</u> the Microsoft Authenticator app	
3. Open the Microsoft Authenticator app and <u>Accept</u> the following if prompted: <ul style="list-style-type: none"> Privacy message Update message 	
4. From the top right, click on Skip	

5. You should now see this screen DO NOT click on Add account! If you don't see this screen, close the app then re-open the app before you continue	
6. Next ensure that the App Lock Setting is off (it can be turned back on later) <ul style="list-style-type: none"> Open the Microsoft Authenticator app Settings (Tip: to find the app Settings menu, click on the three lines at top left of iOS devices; or 3 dots at top right of Android devices) Look for the App Lock switch <ul style="list-style-type: none"> If the switch is greyed out, the App Lock is off. No action required If the App Lock switch is on, you need to switch it off to the greyed out position <p>Note: If you do need to change the App Lock setting, it will challenge you for the device Screen Lock (i.e. Device PIN or Password, Fingerprint, Facial recognition)</p>	
7. CLOSE the Microsoft Authenticator app before you continue	
8. You're now ready to go to Step 2: Add the MFA device to your Security Info Profile	