



**Read this first to begin your Workforce Orientation for Springfield Hospital.**

Thank you for going online to complete the following tasks **prior** to your arrival to our organization.

Please view the presentation titled: **Workforce Orientation**. Once that is complete, please read the **Technology Management Training Materials**. The following forms need to be printed, read, and signed.

- 1. Confidentiality Form**
- 2. Workstation Use and E-mail Policies Signature Page**
- 3. Workforce Orientation Checklist**

These forms need to be given to your instructor if you are a student **or** to the Human Resources Department.

**If you encounter any issues, feel free to contact  
Janet Lyle, VP Human Resources at 802-885-7641 or [jlyle@springfieldmed.org](mailto:jlyle@springfieldmed.org).**