



WELCOME TO RIVERSIDE

New Hire Onboarding INTRANET GUIDE

I'M NEW TO RIVERSIDE.

Where do I go for information?

At Riverside, we want you to feel welcomed and prepared for a great start.

The Riverside Intranet provides a wealth of information for team members to stay informed and connected in their first weeks and beyond!

Get started by logging into any Riverside computer and typing New Hire Onboarding in the search block.



RIVERSIDE

TAKE ACTION!

Search "New Hire Onboarding" to view our onboarding guide including Tips for Success, actions to take, and questions to ask during your first 90 days with Riverside.

STAY CONNECTED!

- Check your Riverside email at least once a week.
- View the scrolling banner for highlights.

UPDATE YOUR PROFILE!

- Upload a work-appropriate photo or avatar to your profile.
- Add a status or inspiring quote!

KNOW YOUR LEADERS!

- Your supervisor is listed on your profile. Click on their name to see your leader and more!

GET RECOGNIZED!

- Care Coins are awarded for good works. As a thank you for joining the Riverside team, you are starting with Care Coins! Earn Coins you can spend in the Care Coin Store on Riverside swag!
- You can also use your Care Coins to recognize others – a wonderful way to say "great work" to a co-worker!
- Nominate a peer as a Champion of Caring to recognize great work that goes above and beyond the call of duty!