

For you. For health. For life.

## Welcome to INTEGRIS!

*We are very excited you will be joining our team when this transaction is complete!*

As many of you have heard, on June 26, 2018, INTEGRIS signed a definitive agreement to purchase all associated assets of Alliance Health Deaconess. In preparation, we will need all Deaconess employees to provide information necessary to transition your employment to INTEGRIS. If you are receiving this letter, you are eligible for hire at INTEGRIS, subject to the completion of criminal background screenings, and you need to complete the steps below, so we can complete your employment processing.

**Please complete your application online immediately.** It will take a few weeks to process your information, so please do not wait. **We need your completed application as soon as possible and no later than Tuesday, July 31st.** If your application and pre-screening activities are not complete by the transition effective date, you will see a gap in your pay until processing can be completed.

If you are currently on a leave of absence FMLA (continuous or intermittent), personal, military or Worker's Comp or you anticipate being on leave in the near future, please complete your application online and contact INTEGRIS Leave Specialist Sherrie Dixon at 405-212-2066 for additional information about our leave process.

### Complete your Employee Application Profile information:

To complete the online process, you will need a personal (non-work) email address to enter in our system for future communication. You will also need to create a username and password. If you have previously applied for an INTEGRIS position, you may already be registered. Your previously established username/password can be utilized during this process. If you cannot remember this information, follow the prompts to reset your information.

*\*NOTE: If you are already an active INTEGRIS employee, please DO NOT APPLY! We will already have your information in our system; therefore, you may disregard this process. HR will work with you to coordinate your two positions.*

For future use, please note your **Username:** \_\_\_\_\_ **Password:** \_\_\_\_\_  
This information will be needed to access your online application and to complete additional onboarding documents.

To begin the hiring process, please complete the following steps:

#### 1. Complete your online employment application

- a. Go to <https://tinyurl.com/PRDeaconess>
- b. Click on the highlighted job information - **Deaconess Physicians – INTEGRIS**
- c. Click the **Apply Online** (*Apply Online*) button, then create or enter your established *Username* and *Password*.
  - To register as a *New User*, click the **New User** (*New User*) button. Enter the required information in the fields listed and click on **Register** (*Register*).

- d. Follow the prompts and complete each section thoroughly, including personal information, professional information, licenses and general questions. **The information requested is necessary to set up your INTEGRIS employment record, so it is important that you are as detailed as possible.**

## 2. To check your application information or to complete additional information, as requested

- a. If you receive an email requesting you to complete additional information, click on the link provided. If a link is not provided:
  - Go to: <https://integris.taleo.net/careersection/.ihphysicianrecruitment/jobsearch.ftl?lang=en>
  - In the top right corner of the screen you will see *Sign In*. Click to access the log-in page.
  - Enter your *Username* and *Password* to access your INTEGRIS application and onboarding documents.

Upon receiving your application information, we will begin building your employment record. We will contact you if we have questions or need additional information. *It will be important to respond as quickly as possible by returning calls and providing any requested documents.* ***This process can take 1-2 weeks.***

As we work through the hiring activities, we will need your assistance to ensure all required items are completed and requested information is provided timely. We appreciate your time in providing the information needed.

### **For more information...**

A website has been set up to provide information and assist in answering many of your questions. Please review the information on the website and check back often for updates.

Website address for additional information: <http://integrisok.com/deaconess>

If you find you have additional questions after you have reviewed the information provided on the website, please feel free to contact **HR Customer Service at: (405) 949-4045**. You will be prompted to press 1 as a Deaconess employee, then press 2 and choose the reason for your call to be directed to the appropriate HR resource.

HR Staff will also be available on-site at Deaconess at various times throughout this process to help answer your questions and assist you. Please check the website for the INTEGRIS HR Staff on-site hours.

**PLEASE CHECK OUR WEBSITE OFTEN FOR UPDATED INFORMATION & DETAILS OF UPCOMING EVENTS**

<http://integrisok.com/deaconess>

***Welcome aboard!!***

*We are here for you!*

**INTEGRIS Human Resources**