

get the GME, HR, and Employee Health Services on board and working together. So that was really nice. And they were able to harvest other documents besides contracts too –like diplomas and Live Scans (federal background checks).” In this manner, HR and EHS were better able to respond to trainee inquiries as this information was available with a few keystrokes. (EHS had been notoriously reliant on handwritten paper copies of their records). Best of all, because HR was pleased by how smoothly the OCD module worked, their office will continue to collaborate with the GME Office to further fine tune the onboarding process at USC.

Creativity:

“This is a powerful tool when you get creative. It has so much potential. For instance, we did use it for our Termination Process. We added all termination documents and signed them using the Onboarding module as well. One department wanted me to use the WebAds Scholarly Activity form, so I created one of those forms. There are so many things you can do with it. We use this for our institution Emergency Contacts list. That was a big one. And Emergency Contact information is required, so they have to fill it out and provide all the information we need. We attached Learning Assignments to Onboarding Documents, so that when the trainees got here, they had already completed the SAFER (Sleep Alertness quiz) requirement.”

“What I like about it [OCD module] is that it is a seamless process. When I assign the contracts... all that data is populated. All they have to do is sign it. And you have access to the actual contract so that you can download it and look at it. That is great!”

Shane Slater
Graduate Medical
Education University of
Southern California

Smart Strategies to Manage Your Onboarding Process

- **Configure your custom onboarding requirements**
- **Plan your onboarding timeline immediately after the Match**
- **Assign requirements to new hires and returning trainees**
- **Simplify the onboarding process with an intuitive dashboard**

- **Enforce workflow with automated email reminders and due dates**
- **Track compliance with a color-coded dashboard**
- **Provide Human Resources and Employee Health with view access**
- **Export documents as needed**

- **Capture electronic signatures at no additional cost**
- **Easily gather custom and state-required forms**
- **Centralize all documents, licenses, and certificates**
- **Secure your data with HIPAA & HITECH compliant protection**

- **Go Paperless – environmentally friendly**

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