



Virtual Orientation Expectations

Attendance at virtual programs is equivalent to attending a live, in-person program. Behaviors should replicate those you would display during a face to face encounter. Professionalism is the expectation during all encounters.

Please review the following guidelines:

- ✓ Log into the Microsoft Teams meeting on time. We allow a 5 minute window for taking attendance. If you are not present by 5 minutes after the start of the program, you are “not present.”
- ✓ Dress professionally. Dress code for Microsoft Teams remains the same as in-person professional seminars.
- ✓ Video must be enabled during entire Microsoft Teams program.
- ✓ You are expected to be present with Teams video and audio features on at all times. Please let the Nursing Professional Development Department know if you need access to a computer and they will help you.
- ✓ Please mute yourself when not speaking.
- ✓ Limit distractions. All phones should be on silent and should not be in use during the program.
- ✓ Ensure you are upright and seated in an appropriate environment that is well lighted for the duration of the Microsoft Teams program.
- ✓ Be attentive and focused. Active participation and attendance at 100% of the program is expected.

These guidelines are to ensure courteous, respectful and professional behaviors to each other, facilitators and guest speakers. We thank you for your cooperation.

Please contact your recruiter immediately if you have conflicts with the dates of your orientation that will not allow you to be present for 100% of the program.