COTIVITI

Onboarding Timeline

Prepared for: New Hire Interns

[2024]

Orientation and Introduction

Week 1: Welcome and Orientation

- Learn about Cotiviti and RedCell by reading through the [Red Cell Team Page](#)
  - Make sure to click on the buttons/links on the site! The buttons will take you to external learning resources like videos, documentation, and presentations.

- Fill out Learning Objectives & Expectations found on the Red Cell Team Page.
  - This is something you and Josh will go over in your 1:1 meeting.

- Learn more about the team by visiting [The RedCell Handbook](#) Located at the bottom of the Red Cell Team Page.
  - Be sure to expand each section and thoroughly read through them.
  - Make sure to submit an IT ticket for Asana
    - The RedCell Handbook will show you how to do this.

- Introduction meeting with the team and set up individual exploration meetings.
  - The exploration meetings will help give context to what the team is working on.

Week 2-4: Hands-On learning and project work

- Assigned initial tasks/project exploration.
  - This will be through Asana on your own personal Kanban.

- Set up a 1:1 meeting with Josh to go over 30/60/90 goals and Learning Objectives.
  - Set this up as a recurring meeting that at a minimum meets monthly but can be as frequent as weekly.
    - Reach out to Zachary with any questions on setting this up.

- Start learning what specific projects the team members are working on and where you can help.
  - The exploration meetings should be completed by now.

Week 5-8: Specialization and Professional Development

- Opportunities for interns to explore specialized areas of interest within Cotiviti
  - Are there any business units that have sparked any interest within the company? The team can start setting up opportunities for exploration.

- Participation in Workshops, Vendor exploration.
  - Exposure to Vendor exploration has likely occurred before weeks 5-8.

- Mentor sessions with senior team members.
  - These are called "Skip level" meetings where you will meet with Joshs boss – Brad Hardcastle.

Additional Resources and Support

- Access to learning platforms for ongoing skill development.
  - We have access to linkedin learning.
  - Josh will provide mentorship / in-office training sessions.
  - Any external training from vendors.

- Regular meetings with Josh to track progress and address any challenges, concerns, or ideas.
  - During your regular 1:1 meetings the time is yours, take it in any direction you feel appropriate.

- Opportunities for networking and connecting with professionals within the company and outside the company.