



Spartanburg Regional  
Healthcare System

# New Associate Orientation

Location:

Spartanburg Medical Center - Church Street  
Heart Center Auditorium

**Parking Address:** 100 E. Wood Street, Spartanburg, SC 29303  
Park on Level 6 in the parking garage

**Date:** Please check your offer letter for your  
orientation date.

**Time:** 8:00 AM - 4:00 PM

More information on the following pages.

## **Welcome to New Associate Orientation!**

We're thrilled to welcome you to the team! To help you get started, we've put together an orientation fact sheet with all the key details you'll need for your first day. We're here to make your transition as smooth and enjoyable as possible.

### **Your Orientation Day**

Be sure to check your offer letter for the date of your new associate orientation. This day is all about getting you acquainted with Spartanburg Regional Healthcare System (SRHS) and setting you up for success.

- **Date:** Please see your offer letter for your orientation date.
- **Time:** 8:00 AM - 4:00 PM
  - Please arrive by 8:00 AM for check-in.

**Parking Address:** 100 E. Wood Street, Spartanburg, SC 29303, Level 6 of the parking garage

- **Where to Park:** You'll find free parking on Level 6 of the parking garage at 100 E. Wood Street, Spartanburg, SC 29303. The parking garage is just across the street from Spartanburg Medical Center. Orientation parking is reserved for you on the 6th level, so there's no need to worry about finding a spot.
- **Where to Go:** The Heart Center Auditorium is on the ground floor of the Heart Center. When you arrive, follow the signs from the parking garage on Wood Street straight to the auditorium. We've included a map with walking instructions on the next page to help you find your way.
- **What's Included:** Coffee, breakfast, and lunch are provided so all you need to bring is your excitement!





## Where To Park

### **Parking garage address:**

100 E. Wood Street, Spartanburg, SC 29303  
Level 6 of the parking garage

The parking garage is across the street from Spartanburg Medical Center & provides free parking for our associates. Orientation parking is on the 6th level.



## Where To Go

- Enter the parking garage on the ground floor and follow the signs to the 6th floor of the parking garage.
- Utilize the elevator and proceed to the 1st floor of the garage. Once on the 1st floor follow the signs to the hospital.
- Proceed to the crosswalk to cross the street to the hospital.
- Follow the sidewalk to the Tower Entrance.
- Once you enter the sliding glass door at the Montgomery Tower Entrance, you will be facing Elevator A. Proceed to the right which will take you to the main lobby where you will see signs directing you to the Heart Center - on the walls and above the hallways. Follow that signage to the Heart Center.
- You will pass the following areas:
  - Tower Café is on your right.
  - Elevator B is on your right.
  - Continue walking down the hall & you will see a blue tile wall on your right.
- Take the hall to the left (at the blue tile wall) and continue to follow the signs to the Heart Center.
- You will pass through a corridor with large windows on the left; continue down the corridor.
- At the end of the corridor, turn right and walk past the vending machines to elevator “A” or turn left to elevator “B”.
- Take elevator “A” or “B” to the GROUND FLOOR of the Heart Center. There will be event signs once you exit the elevator.
- When you step off the elevator on the GROUND FLOOR turn to your right. You will see 2 large double doors with a sign above that says: **HEART CENTER AUDITORIUM**
- Go through those doors and turn right and go to the end of that hall.
- Turn left at the end of the hall. You will see 2 sets of double doors. It will look like you are going back outside, but just go through the first set and look to your left. You will see the **HEART CENTER AUDITORIUM** door.



## What To Wear

We want you to be comfortable during Hospital Orientation, so **Business Casual attire** is perfect. Bring a sweater or jacket as the temperature may fluctuate.

- **Comfortable Shoes:** You might be doing some walking as you get to know the facility.
- Please do not wear blue jeans/denim, shorts, skorts, leggings, stretch knit pants, low riding baggy pants, and warm-up suits, tops and/or dresses that expose the cleavage, back, shoulder, or midriff (i.e., sleeveless tops, sundresses, spaghetti-strap tops, tank tops, sheer or revealing fabrics) without a jacket, sweater, etc.
- Associates may be asked to cover any visible tattoos or body art that convey violence, discrimination, profanity, are sexually explicit, or offensive while at work.
- No pierced ornaments are worn in visible sight other than the ear and nose. Nose piercing shall be small studs and flush with the nose.
- Ear and nose gauges shall be closed with plugs matching skin tone.

## What To Bring

To make sure you're all set, please bring the following items with you:

- **Photo ID:** You'll need this for check-in and security purposes.
- **A pen and notebook:** These will be handy for taking notes during the sessions.

We're excited to have you on board, and we hope you're just as excited to start your career with SRHS! We look forward to helping you get started on this exciting new journey.

If you have any questions before your first day, don't hesitate to reach out to the Employment and Recruitment Team: 864.560.7458

**Welcome to the SRHS family!**

# Additional Information



## Employee Benefits

Scan the QR code to see the employee benefits guide.

In addition to health insurance and PTO, Spartanburg Regional is proud to offer additional discounts programs and benefits for all associates.



## Employee Discounts

Scan the QR code to see the complete list of employee discounts.

## More About Spartanburg, SC

From finding the perfect neighborhood to discovering the best local eateries and recreational spots, we are here to ensure you feel right at home. In addition to your professional journey, we encourage you to explore all that Spartanburg has to offer. From the beautiful parks and trails to the thriving arts scene and community events, there is something for everyone to enjoy. We are confident that you will fall in love with this wonderful area just as we have.

## Spartanburg's Best

Scan the QR code below to discover more about Spartanburg, SC.

