

I-Commit Process Checklist

Coaching Session: Performance Discussion

- Performance discussion with team member
- Recap of discussion via email to team member

Choice Day Process

- Gather supporting documentation that led to Choice Day
- Prepare I-Commit forms via DocuSign
 - Refer to [Using DocuSign for Choice Day QRG \(Leader\)](#)
- Meet with team member (preferably beginning of shift)
- Review the I-Commit Improvement Plan and Choice Day Acknowledgement form with team member
- Explanation of Choice Day – advise team member they will be sent home for today with pay to decide if they will “Commit” or “not Commit”.
- Request preferred email address from team member and explain that documents will be sent via DocuSign for review/acknowledgement
 - Refer to [Using DocuSign for Choice Day QRG \(Leader\)](#) and [Choice Day QRG for Team Members](#)
- Schedule follow up meeting with team member (approximately – 24 hours after meeting)
- Collect badge
- Enter “Admin Leave” in API
- Enter Choice Day in PeopleSoft
 - Refer to [Add I-Commit Choice Date In PeopleSoft QRG](#)

Commit or Not Commit

- Team member decides to “Commit”:
 - Review signed Choice Day Acknowledgment Form and I-Commit Improvement Plan with team member
 - Make revisions to the documents (if applicable)

- Implement I-Commit Improvement Plan
- Team member decides “not to Commit”:
 - Leader accepts team member’s immediate resignation. (Team member and leader to sign Choice Day Acknowledgement Form showing resignation decision via DocuSign.)
 - Collect all Novant Health property (if applicable)
 - Enter status as “I Commit Resignation”:
 - Last day worked – choice day meeting
 - Effective date – applicable to resignation notice (2 weeks or 30 days)
 - Enter Pay
 - Admin leave for the appropriate notice period in API (2 weeks or 30 days)

For more information please contact the HR Service Center.