New Employee Department Orientation Checklist

PRE-EMPLOYMENT ACTIONS

- ☐ Verify employee is clear to hire (Criminal Background & Drug Test completed)
- ☐ Submit ePAF to Employment Services at least 1 business week prior to the employees first day in the department.
- ☐ On or before first day of employment submit eI-9
- ☐ Set up computer access for new employee
- ☐ Provide employee with their employee ID number

Getting Started

- ☐ University Network ID (uNID) & Secured Password
- ☐ Online Orientation access
- ☐ Get University ID Card **(Ucard)**
- ☐ Information Security and Confidentiality Agreement Signed

Department Equipment

- ☐ Access to computer
- ☐ University Email Address Account **(Umail)**
- ☐ Access to software/information needed
- ☐ Computer policies
- ☐ Security Access Form
- ☐ Telephone
- ☐ Keys
- ☐ Other _____

Facility

- ☐ Bathrooms
- ☐ Break room / kitchen
- ☐ Conference/meeting Rooms
- ☐ Supplies
- ☐ Copier, Fax
- ☐ Mail
- ☐ Other _____

Transportation

- ☐ Commuter Services
- ☐ Where do department employees park
- ☐ Trax/Bus Pass
- ☐ Other _____

FIRST WEEK

Safety

- ☐ Fire exit and department emergency plan
- ☐ Safety procedures and how they impact the employee risk within department and how to minimize / prevent
- ☐ HIPAA On line Module (If applicable)
- ☐ Reporting process in case of accident Defensive Driving Course (if driving for work purposes or in University vehicle)
- ☐ Other _____

Contacts

- ☐ Who do they need to know
- ☐ Telephone directory
- ☐ Email directory
- ☐ Notice boards
- ☐ Other _____

Processes

- ☐ Telephone standards
- ☐ Voicemail standards
- ☐ Behavior standards
- ☐ Email
- ☐ Dress code
- ☐ Making long distance calls
- ☐ Scheduling conference rooms
- ☐ Getting supplies
- ☐ Other _____

Meetings

- ☐ Faculty Meetings
- ☐ Staff meetings
- ☐ Schedule follow up meeting (recommended 30-day and 90-day)
- ☐ Other _____

New Employee Department Orientation Checklist

Time and Attendance

- ☐ Time Clocks
- ☐ Schedule
- ☐ Reporting Hours / Kronos
- ☐ Calling in sick
- ☐ Request for Vacation / Personal Preference
- ☐ Breaks / Lunch
- ☐ Holidays
- ☐ Overtime / Comp. Time (If applicable)
- ☐ Pay days
- ☐ Other _____

Department Guidelines on Personal Items

- ☐ Personal calls
- ☐ Personal copies
- ☐ Personal email
- ☐ Internet Use/ Social Media
- ☐ Lockers, where to store personal items
- ☐ Other _____

FIRST MONTH

Your Department

- ☐ Job Expectations (May include Job Description and/or Performance Evaluation)
- ☐ Activate probationary performance plan using University of Utah Performance Management (UUPM)
- ☐ Review/discuss organization chart
- ☐ Department Goals, Mission and Values
- ☐ U of U Ethical Standards and Code of Conduct (www.hr.utah.edu/ethicalstandards/index.php)
- ☐ Other _____

SECOND MONTH

Review of On Line Modules

- ☐ Check progress on benefits modules and completion of forms

THIRD MONTH

Employee Progress Review

- ☐ Check progress with on line modules and department checklist
- ☐ Complete 3 month review with employees in probationary period using UUPM

FOURTH AND FIFTH MONTHS

Employee Progress Review Continues

- ☐ Check process on orientation
- ☐ Contact HR Manager to review options if performance is not on track

SIXTH MONTH

Employee Progress Review Continues

- ☐ Complete 6 month review with employees in probation period
- ☐ Contact Employment Services to review option if performance is not on track
- ☐ Activate Annual Performance Plan using UUPM

Review Behavior Standards