

New Faculty Orientation Checklist for Departments (Hiring Supervisors/Payroll Reporters)

PRE-EMPLOYMENT ACTIONS

- _____ Submit ePAF form to Human Resources Service Team by NOON at least 2 business days prior to the employee's first day in the department.
- _____ Set up Computer Access for new employee
- _____ Confirm PeopleSoft ID #
- _____ Confirm Campus Information System (CIS) password

FIRST DAY

Getting Started

- _____ Online Orientation Access
- _____ PeopleSoft ID #
- _____ Get ID Card
- _____ Provide "Faculty Orientation Instructions pdf" Information Security and Confidentiality Agreement Signed

Tour of Facility

- _____ Bathrooms
- _____ Supplies
- _____ Emergency Exits
- _____ Conference/Meeting Rooms
- _____ Copier, Fax
- _____ Mail
- _____ Other _____

Department Equipment

- _____ Access to computer
- _____ Email Address*
- _____ Campus Wireless Access*
- _____ Access to software/information needed
- _____ Computer Policies
- _____ Security Access Form
- _____ Telephone
- _____ Keys
- _____ Other _____

Transportation

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

*Employee must have logged into CIS and changed their password for this account to be activated (only applicable to the Umail system for email)

FIRST WEEK

Safety

- _____ Fire Exits and procedures
- _____ Safety procedures and how they impact the employee
- _____ Risks within department and how to minimize/prevent
- _____ Reporting process in case of accident
- _____ Defensive Driving Course (If driving for work purposes or in University vehicle)
- _____ Other _____

Processes

- _____ Telephone Standards
- _____ Voicemail Standards
- _____ Behavior Standards
- _____ Email
- _____ Dress code
- _____ Making Long Distance Calls
- _____ Scheduling Conference Rooms
- _____ Getting supplies
- _____ Other _____

Contacts

- _____ Who do they need to know
- _____ Telephone Directory
- _____ Email Directory
- _____ Notice Boards
- _____ Other _____

Department Policy on Personal Items

- _____ Personal calls
- _____ Personal copies
- _____ Personal email
- _____ Internet Use
- _____ Other _____

Meetings

- _____ Faculty Meetings
- _____ Other Meetings
- _____ Other _____

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FIRST MONTH

Your Department

- 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 Benefits Module and documentation has been completed

THIRD MONTH

Employee Progress Review

- Check progress with online modules and department checklist
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