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 day prior to the employees first day in the department.
- On or before first day of employment submit e-I9
- Set up Computer Access for new employee
- Provide employee with their employee ID number

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**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 _______________________

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**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 _______________________

**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 _______________________

**Meetings**

- Faculty Meetings
- Staff Meetings
- Schedule follow up meetings
- (Recommended 30-day and 90-day)
- Other _______________________

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## New Employee Department Orientation Checklist

### Department Guidelines on Personal Items
- [ ] Personal calls
- [ ] Personal copies
- [ ] Personal email
- [ ] Internet Use
- [ ] Lockers, Where to store personal items
- [ ] Other ____________________________

### 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 ____________________________

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### FIRST MONTH
**Your Department**

- [ ] Job Expectations (May include Job Description and/or Performance Evaluation)
- [ ] 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 on line modules and department checklist
- [ ] Complete 3 month review with employees in probationary period

### FOURTH AND FIFTH MONTHS
**Employee Progress Review Continues**

- [ ] Complete 5 month review with employees in probationary period
- [ ] Check process or orientation and review performance
- [ ] Contact Employment Services to review options if performance is not on track

### SIXTH MONTH
**Employee Progress Review Continues**

- [ ] Complete Probation Review
- [ ] Complete Performance Review
- [ ] Review Behavior Standards
- [ ] Confirm employment at the end of the probationary period if performance is satisfactory
- [ ] Contact Employment Services if performance not satisfactory