

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



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 meetings
- (Recommended 30-day and 90-day)
- Other _____

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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 _____

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