Information Packet for HIRING DEPARTMENT
Clearance to hire

Yes

HR Rep confirms to Hiring Supervisor

Hiring Supervisor confirms start date with Employee and sends Welcome Packet. Hiring Supervisor schedules in Person session on line via Training and Development registration process

In order to guarantee Computer Access the Hiring Supervisor sends New Hire paperwork the Wednesday prior to the first day of employment, to HR Rep for data entry and allocation of PeopleSoft ID #

HR Tech inputs PAN Form to allocate PeopleSoft ID #. Hiring Supervisor can view and check PeopleSoft ID # on-line. Hiring Supervisors should contact the Service Team if they need assistance in viewing PeopleSoft ID # on-line

Hiring Supervisor confirms date of In Person session to Employee and makes sure PeopleSoft ID # is confirmed

No

No Further Action
New Employee Orientation
Information Packet for Hiring Department

Day 1
Employee attends 4 hour In Person session on Monday (or Tuesday if Monday is a holiday)

Day 1
Hiring Supervisor or Buddy meets with Employee to make sure all documentation and Day 1 processes are complete:
- W4
- Direct Deposit Information
- Parking Permit
- ID Badge
- PeopleSoft ID #
- Immunizations
- TB Testing
- Computer Access
- How to Access On-Line Modules
- Invitation to Identify

Day 1
Employee completes On-Line Safety Test

Test Passed

Supervisor assigns work duties to Employee and outlines job expectations

Test Failed

Employee completes on-line Safety Modules and repeats test

Day 2-5
Employee completes on-line HIPAA and OEO/AA modules and tests

Test Passed

Test Failed

Employee completes on-line Safety Modules and repeats test

Day 6-29
Employee progresses through Departments checklist and completes On-Line Modules:
- Benefits
- HR Overview

Test Failed

New Employee released from probation. Corrective Action process followed for existing employees transferring to UUHC

Test Passed

Day 30
Supervisor completes 30-Day Review with Employee:
- Department Goals/Mission
- Job Expectations
- Behavior Standards
- “How has the first 30 days been for you?”
- On-Line Modules
- Questions/Concerns
- Helpful Contacts/Support

New Employee Orientation
Information Packet for Hiring Department
Page 2
NEW EMPLOYEE ORIENTATION PROCESS for HOSPITALS AND CLINICS
EFFECTIVE JULY 11, 2005

Day 31-89
Employee progresses through Department checklist.
Supervisor checks that Benefits Module has been completed on-line and New Employee has completed and sent enrollment forms to Benefits.

Day 90
Supervisor completes 90-day Review with Employee.
3-month probationary reminder sent to Supervisor by Service Team.

If Performance on track
Employee progresses through Department checklist

Day 91-179
Employee continues through orientation.
Service Team sends 5-month Probationary Period Reminder to Supervisor.
Supervisor reviews progress.

If Performance on track
Employee progresses through Department checklist

Day 180 (Month 6)
Supervisor completes Probationary Review:
- Performance Evaluation Standards
- Competency Assessment

Module Not Completed
Employee completes Benefits Module on-line

If Performance not on track, Hiring Supervisor contacts Service Teams to review options

Supervisor clarifies job expectations supported by additional training and continues to evaluate performance

If Performance not on track, release from probation

Extension of probation or release if a New Employee or corrective action if an existing employee transferring from UUHC

If performance not on track, Hiring Supervisor contacts Service Teams to review options

If probation extended, Supervisor continues to monitor employee performance

If Performance not on track then release from probation for new employee or corrective action if an existing employee transferring to UUHC
If Performance on track, employment is confirmed by Supervisor

If Performance not on track, Hiring Supervisor contacts Service Teams to review options

Supervisor continues to evaluate employee performance

Invitation to New Employee Breakfast

End of Orientation
**NEW EMPLOYEE DEPARTMENT ORIENTATION CHECKLIST**

### PRE-EMPLOYMENT ACTIONS
- After Clearance to Hire confirm start date with Employee
- Send Welcome Packet to Employees
- Register Employee for in Person Orientation
- Send PAN Form to HR Rep
- Set up Computer Access for Employee
- Confirm PeopleSoft ID #

### FIRST DAY

#### Getting Started
- Online Orientation Access
- People Soft ID #
- Get ID badge
- Access to computer
- Email Address
- Access to software/information needed
- Computer Policies
- Security Access Form
- Telephone
- Keys
- Other

#### Department Equipment
- Access to computer
- Email Address
- Access to software/information needed
- Computer Policies
- Security Access Form
- Telephone
- Keys
- Other

#### Safety
- On Line Safety Test

#### Immunizations
- Obtain Immunization Form and accompanying documentation from Employee
- Check completeness of form and discuss deficits with Employee
- Send Employee to Employee Clinic if needed
- Send completed form and documentation to Employee Infection Control, AA217, School of Medicine

### FIRST WEEK

#### Safety
- Fire Exit 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)
- HIPAA On Line Module
- 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

#### Tour of Facility
- Bathrooms
- Break room
- Emergency Exits
- Conference/Meeting Rooms
- Copier, Fax
- Mail
- Supplies
- Other

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

#### Other
- Trax/Bus Pass
- Other
NEW EMPLOYEE ORIENTATION
Information Packet for HIRING DEPARTMENT

**Department Policy on Personal Items**
- Personal calls
- Personal copies
- Personal email
- Internet Use
- Lockers, Where to store personal items
- Other ________________

**Time and Attendance**
- Time Clocks
- Calling in Sick
- Request for Vacation/Personal Preference
- Holidays
- Procedures for the beginning and ending of the Employee’s shift
- Reporting Hours/Kronos
- Shift Work
- Breaks, Lunch
- Schedule
- Overtime/Comp Time (if applicable)
- Pay days
- Other ________________

**Meetings**
- Staff Meetings
- Other Meetings
- Schedule follow-up meetings (Recommended 30-day and 90-day).
- Other ________________

**FIRST MONTH:** Your Department
- Job Expectations (May include Job Description and/or Performance Evaluation)
- Organization Chart
- Department Goals, Mission and Values
- Complete 30 day review with employee
- 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 90 day review

**FOURTH AND FIFTH MONTHS:** Employee Progress Review Continues
- Check progress of orientation and review performance
- Contact Service Team to review options if performance not on track

**SIXTH MONTH:** Employee Progress Review Continues
- Complete Probationary Review
- Complete Performance Evaluation
- Review Behavior Standards
- Complete Competency Assessment
- Confirm employment at the end of the probationary period if performance is satisfactory
- Contact Service Team if performance not satisfactory

_________________________________________  _________________________________________
Employee Signature                  Supervisor/Buddy Signature
30 DAY AND 90 DAY MEETINGS

The purpose of the 30 and 90 day meetings is to encourage the employee to communicate what is working well and highlight issues or concerns which may need attention. Both meetings are also an opportunity to invite and encourage new employees to participate and contribute in the department.

The objectives of the **30 day meeting** are to:
- Establish a relationship with the employee
- Get information and feedback that can be acted upon before the 90 day mark

The objectives of the **90 day meeting** are to:
- Provide feedback and answers to any issues/questions raised at the 30 day mark
- Reinforce the new employee as a contributing member of the team

Questions for 30 and 90 day meetings

- Are we doing everything that we said we would do?
- What are we doing well?
- Is there anyone who has been particularly helpful to you? (This person should be recognized and rewarded)
- From your past experience what could we do to improve what we do?
- Is there anything that you are experiencing that would cause you to leave?
- Is there anything I can do to make your orientation experience better?

Date of Meeting: _______________  Supervisor: _______________________

Employee: _______________________

New Employee Orientation
Information Packet for Hiring Department
Page 7
ORIENTATION U CARD PROCESS

1. New employee information
   - Information must be in PeopleSoft and U Card Office must have access to the information.
     - Employee ID assigned
     - Department
     - Position
     - Hire date

2. New Hire must be given his/her employee ID number by their department to take to the Hospital U Card Office
   - Manager helps new employee fill out form
     - to designate what name the employee wants on the front of the card to designate professional credentials (credentials must relate to the current job title and no more than 8 characters in length, including spaces) Example: Professionally related, Clinical Nurse: RN, CMW, CRN, NNP, Health Care Assistant: HCA, CNA, not EMT, Medical Assistant, CMA, not EMT.

3. New hire is instructed to go to the Hospital U Card Office (Cafeteria A Level)
   - New hire request Hospital U Card

4. U Card Office
   - Searches for employee by employee ID number
   - Verifies employee by name (name must be name in PeopleSoft)
   - Must use department name in PeopleSoft on the U Card
   - Must use job title in PeopleSoft on the U Card
   - If employee is from a high risk area U Card Office will put color stripe designation on card. i.e. Operating Room, Blue, 5 West, Green, Emergency Room, Red; Newborn ICU, Pink. (Will provide U Card Office with a complete listing of departments with color coding)
   - U Card Office will produce U Card if all requirements are met and will give card to employee.
HOSPITAL U CARD AUTHORIZATION

New Employee: _______________________________________________________________

Employee ID: ______________________________________________________________

Department: ______________________________________________________________

Job Title: _________________________________________________________________

Professional Heath Care Credentials: _________________________________________

Name you want on the front of the badge: ______________________________________

Manager: ___________________________ Phone Number: _______________________

The Hospital U Card Office is located in the Cafeteria on the A Level. You must have your Employee ID number and picture ID to get your new U Card.