# 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 Nework 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 ____________________________
## 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
- Lockers, Where to store personal items
- 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