

# 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 \_\_\_\_\_

### 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 \_\_\_\_\_

## 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 \_\_\_\_\_

### **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](http://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