

UC New Professional Staff Orientation Checklist for SUPERVISORS

This checklist indicates the minimum expected functions and topics for orienting a new employee to the University Centers. Individual supervisors may require additional tasks or order the tasks differently than presented here.

Place completed checklist in the employee's file.

Done	TO DO List:	Responsible Party
After Notification of Acceptance of Position by New Employee		
	Check with Human Resources that a signed CONTRACT has been received by their office	Supervisor
	Supervisor to CALL new employee and offer a means to communicate questions. <ul style="list-style-type: none"> Discuss work schedule (start time, breaks, hours, end time) and where to report Dress expectations Parking options around campus (send campus map) Lunch/Dining options Documents that they will need on the first date to prove their identity and employment authorization See the UWSP Human Resources website for more specific information about these documents Collect the employees Social Security number and birthdate to set up the campus DIMS identity 	Supervisor
	Develop a TRAINING SCHEDULE for new employee. (See sample provided) <ul style="list-style-type: none"> UC Director – UC/Student Affairs and UWSP overview Student Employment if they will be supervising student employees Human Resources regarding first day, personnel and benefits paperwork Create a list of people new employee needs to meet as part of training Place copy of training schedule on employees desk 	Supervisor
	Have the position's BUS BINDER easily accessible on their desk	Supervisor
	Place a CALENDAR OF EVENTS in their office (Unit, UC, campus, community)	Supervisor
	Check with USA II in UC Admin regarding UC KEY CHECKOUT procedures	Supervisor
	WORK SPACE CLEANED & SETUP with computer, phone, and essential supplies	Supervisor
	Coordinate TECHNOLOGY NEEDS for this staff member - telephone office, IT, USA II, PointCard Office, I-PAD, Cell Phone Usage	Supervisor
	Ensure any ACCOMODATION NEEDS are ready	Supervisor
First Day		
	Have the new employee visit the Human Resources Office to complete EMPLOYMENT AND BENEFIT FORMS - employment verification, direct deposit, W4, discuss benefits, establish emergency contact, etc.	Employee as part of Schedule
	Review TRAINING SCHEDULE with new employee	Supervisor w/Employee
	Provide basic OFFICE TOUR (offices, coat room, copier, mail service, bathrooms, refrigerator, food options, paper supplies, etc...)	Supervisor w/Employee
	SAY CHEESE! Take new employee to get a UWSP PointCard	Supervisor w/Employee
	Review POSITION DESCRIPTION with employee and share EXPECTATIONS and 3, 6, 12 month GOALS of position	Supervisor w/Employee

	Review UC ORGANIZATIONAL CHART. Explain employee's position and how their work relates to others on the flowcharts.	Supervisor w/Employee
	Provide TECHNOLOGY TRAINING - Computer logon/email information/ voicemail and password instructions, phone setup, and Share Drives/SharePoint, I-PAD, Cell phone usage	UC IT Specialist or Supervisor w/Employee
	ACCESS - Pick up keys/card swipe	Supervisor w/Employee
	INTER AND INTRANET - Discuss MyPoint, Outlook calendar system, Time Off Calendar, People Soft for time keeping/approvals/vacation requests, Leave Statements	Supervisor w/Employee
	Create an opportunity for new staff to MEET CO-WORKERS	Supervisor w/Employee
	Send out email to UC staff announcing arrive al new staff and how to contact them	Supervisor (Include employee in e-mail)
	BUS BINDER explanation	Supervisor w/Employee
First Week		
	UC BUILDING TOUR w/introductions to other UC staff	Supervisor w/Employee
	Review list of UWSP ACRONYMS	Employee
	Go on a CAMPUS TOUR	Supervisor w/Employee
	Review DEPARTMENTAL WEBSITE (mission, values, policies/procedures, etc.)	Employee
	Complete SEXUAL HARASSMENT PREVENTION on-line training (Print Completion Certificate and give to Supervisor for your Employee file)	Employee
	Place regular meetings into your OUTLOOK CALENDAR (1:1, staff mtgs. departmental events)	Employee
	Study the UC & UWSP EMERGENCY PROCEDURES including watching the active shooter training video on the Risk Management website	Supervisor/Employee
	Review CAMPUS CALENDAR and the expectations about attendance at events	Supervisor/Employee
	Review UC STAFF ORIENTATION web pages	Employee
First Month		
	Review UC STUDENT EMPLOYMENT PROGRAM	Employee
	NETWORKING - Meet with others on campus who hold similar job duties/titles	Employee/Supervisor
	Discuss BUDGET responsibilities, WISDM training as necessary	Employee
	Provide a CAMPUS OVERVIEW (3 divisions)	UC Director w/Employee
	Apply for a PURCHASING/TRAVEL card, as necessary	Employee w/Supervisor
	Discuss PROBATIONARY and ANNUAL REVIEW PROCESS	Supervisor
	Attend UC NEW STUDENT EMPLOYEE ORIENTATION	Employee
	Explore UWSP GOVERNANCE AND STRUCTURES—University Staff, Academic Staff & related Policies and Procedures	Employee w/Supervisor
	Finish review of all links on UC WEBSITE	Employee
	Cover General WORK ORDER Process	Supervisor w/Employee
	Discuss departmental PROFESSIONAL DEVELOPMENT and make a plan – UPDC Grants, travel to conferences or meetings	Supervisor w/Employee
	Learn how to reserve space through the EMS SYSTEM	Supervisor w/Employee
Three Month		
	Discuss attendance at LARGE CAMPUS EVENTS	Employee w/Supervisor
	Conduct 3, 6 MONTH PERFORMANCE REVIEW with employee	Supervisor w/Employee

This checklist is not intended as a substitute for a departmental orientation. Each supervisor will devise and facilitate a unit and position-related orientation for the new employee.