

MMG New Employee Onboarding Checklist

This document is prepared to capture the steps involved in onboarding a new employee in the **Department of Microbiology & Molecular Genetics**. The steps leading up to onboarding: 1) recruitment and selection of a top candidate, and 2) the hiring proposal and written offer, are a collaborative process between the hiring supervisor and the Dept/Business Manager. Onboarding, as such, continues the collaboration with planning for the employee's arrival in the department and extends through their first several months on the job.

SUPERVISORS:

Please complete, sign and return the **New Employee Onboarding Checklist** to Department Administrator *within six weeks* of the new employee's start date.

EMPLOYEE INFORMATION

Name:	Start date:
Job Title:	Supervisor:

BEFORE FIRST DAY

Supervisor

- Sign the Offer Letter and send to employee for signature. *Forward the signed letter and Employee Information Form to Dept. Admin at least 12 business days prior to employee's Start Date.*
- Develop a training plan for the employee's first few weeks including:
 - a) Who is/are the trainers for the job tasks?
 - b) Which job-specific training is required – Lab Safety, Safe Shipping, GCP?
- Partially schedule the first week (or two) including introductions, PD review, lunch plans for first/second day, group meetings, tours, job task training.
- Send "Welcome Email" to employee with partial schedule for first week and review expectations for first day with the employee, including where to meet with supervisor/other colleague. Provide workplace contact information for employee: lab/office location, phone #, mailing address.
- Set up employee's office or workspace; identify computer and space needs. *Staff may not use personal computers.*
- Key/swipe access: complete internal request form and return to admin. See MMG Resources web page.
- If UVMMC badge/M# is needed, contact administrator(s).
- Inform admin of exact L drive access that will be needed.
- Identify all trainings that will be required and ensure access is available/ready.
 - o If VTC staff, email VTC Training Coordinator that new staff has been hired and trainings may be required. (P. Lutton, C. Ventrone)

Administrative Office

- Ensure ePAR is submitted at least 10 business days prior to start date.
- Provide supervisor with copy of the employee's Position Description from PeopleAdmin.
- Register employee for **New Hire Enrollment** on their start date and **UVM Culture & Community** at another time.
 - o Forward HR information/email to new employee.
 - o *If new hire cannot attend orientation on their first day, they must complete their I9 w/in 3 days.
- Request COMIS account(s); L drive access (supervisor to provide); add to Distribution Lists; key/swipe access.

FIRST DAYS ON THE JOB

Supervisor

- Welcome employee upon arrival
- Introductions and tour (see suggestions below)
- Review employee's partial schedule for the first week or two

- Allow time for the employee to get settled in workspace
- Check in with employee for feedback at end of day
- Review hours of work/daily schedule, overtime policy, policies for requesting time off, and dress code
- Review PD, performance expectations, and probationary period
- Review training plans and initial job assignments
- Review mandatory training requirements of position such as Lab Safety, Animal Care, IRB, UVMCC

<input type="checkbox"/> Tour of nearby buildings	<input type="checkbox"/> Restrooms	<input type="checkbox"/> Photocopier/fax	<input type="checkbox"/> Parking	<input type="checkbox"/> Office supplies
<input type="checkbox"/> Introduce to key department staff and contacts	<input type="checkbox"/> Emergency exits	<input type="checkbox"/> Meeting rooms	<input type="checkbox"/> Bus stops	<input type="checkbox"/> Business Office
	<input type="checkbox"/> Mailboxes	<input type="checkbox"/> Bulletin boards	<input type="checkbox"/> Library	<input type="checkbox"/> Any unique employee inquiries
	<input type="checkbox"/> Printers	<input type="checkbox"/> Food service	<input type="checkbox"/> Mail box	

FIRST WEEKS ON THE JOB

Supervisor (work w/ Admin team as needed)

- Assist with setting up email, forwarding UVM to Med account, COMIS account, shared drive access. COMIS #: 6-7300
- Assist with setting up voice mail and use of long distance code, if applicable (point to "Resources" web page)
- Assist with copier/printer set-up/procedures and location of supplies
- Review computer use policies and expectations
- Review hardware and software employee will use and associated policies/procedures
- Review PeopleSoft time entry (hours worked, holidays) and Self Service features
- Review Staff Handbook – including Benefits, Leave policies, Winter Break
- Links to UVM Policies, Code of Business Conduct; discuss confidentiality
- Review UVM Learning Service opportunities

THROUGHOUT PROBATIONARY PERIOD

Supervisor/Administrative Office

- Check in regularly with the employee, supervisor to monitor progress and ensure needs are met
- Delete employee documents w/PHI (EIF and any hiring documents except Offer Letter)

CHECKLIST COMPLETION ACKNOWLEDGEMENT

Supervisor acknowledgement:

I hereby acknowledge that I have completed all tasks with the new employee.

Signature: _____ Date: __/__/__