



New Employee Welcome Aboard Checklist

Please complete the checklist within the first 30 days and bring it with you to your 30-day review with your supervisor. If you have any questions, check with your supervisor or mentor.

Name of Employee _____ Start Date _____

Employee Mentor(s) _____ Date Completed _____

New Employee's Supervisor(s) _____

<p>Getting Started</p> <p>I understand the department's Mission, Vision and Values.</p> <p>I have completed online orientation at https://www-www.hr.utah.edu/training/orientation-campus.php</p> <p>I have read the New Employee resource pages at https://www.hr.utah.edu/training/resources.php and https://www.hr.utah.edu/newStaff/index.php</p> <p>I have completed the Security Access Form.</p> <p>I have my University ID number and card</p>	<p>Job Expectations</p> <p>My mentor has reviewed the process/ expectations of the Welcom Aboard Process with me.</p> <p>Job expectations have been clearly explained to me by my supervisor/mentor.</p> <p>I have read and understand the department's Dress Code Policy.</p> <p>I know what meetings I need to attend.</p>
<p>Personnel</p> <p>I have met my mentor.</p> <p>I have met my supervisor.</p> <p>I have met the colleagues I will work with.</p> <p>I know how to access IT support..</p> <p>I have met with the head of my new department.</p> <p>I have received a contact or phone list for the department.</p>	<p>Facilities</p> <p>I took a tour of my building.</p> <p>I know where to print, scan, make copies, and get supplies.</p> <p>I know where to store personal items while at work, such as a coat or bag.</p> <p>I have applied for keys or card access to areas in which I will be working.</p> <p>I know where to park and have my permit and/or I will use a university UTA pass or carpool/walk/ bike.</p>
<p>Privacy & Safety</p> <p>I have taken FERPA training (if applicable).</p> <p>I understand my job's safety requirements.</p> <p>I understand the Emergency Evacuation Plan of my department.</p>	<p>Communications</p> <p>I know how to use and answer the phone.</p> <p>I know how to access my university email.</p> <p>I know how to send mail on and off campus.</p> <p>I know the department guidelines on personal calls, copies, email, Internet use, etc.</p>



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<p>Time & Attendance</p> <p>I know the department's office hours.</p> <p>I know what my work hours will be.</p> <p>I understand my lunch break arrangements.</p>	<p>Payroll</p> <p>I know whether I am exempt (salaried) or non-exempt (hourly) employee.</p> <p>I know my hourly rate or salary.</p> <p>I know whether I will receive benefits (paid sick leave, holidays, and vacation).</p> <p>I know how to use KRONOS for reporting time.</p> <p>I know when I will receive my pay.</p>
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Computer Competence

I know how to use the computer programs necessary for my job. (List below.)

I have received training and access for university systems which I will be using. (List below)

I have met with faculty and staff:

Name & Position

Meeting Date & Time

I have reviewed the New Employee Onboarding Checklist

New Employee

Date

Supervisor

Date

Please provide any feedback about the onboarding process:
