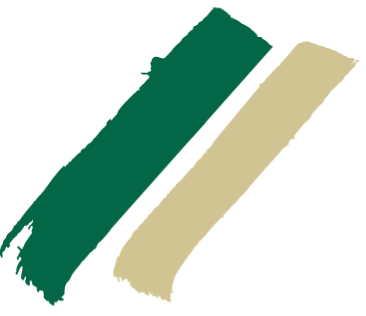
**DEPARTMENTAL NEW EMPLOYEE ONBOARDING**

| **Onboarding Task** | **Team Member Assigned** | **Completion Date** |
| --- | --- | --- |
| **PRE-ARRIVAL** |  |  |
| * Arrange for paperwork to be completed |  |  |
| * Ensure background check is completed (if required) |  |  |
| * Send email to department announcing the “new employee” |  |  |
| * Prepare work space, office supplies, phone and computer |  |  |
| * One day before arrival – call to answer any questions (parking, reminder of documents needed, lunch, etc.) |  |  |
| * Add new employee to appropriate e-mail lists |  |  |
| * Update Staff Directory/Website |  |  |
| * Prepare the first day and first week agenda for “new employee” |  |  |
| * Coordinate welcome day activities. |  |  |
| * Review calendar to schedule appropriate meeting times during “new employee’s” first month (if appropriate). |  |  |
| * Prepare welcome card |  |  |
| * Identify and assign buddy |  |  |
| * Identify necessary training & schedule |  |  |
| * Identify & prepare “pertinent reading material” for early days when the employee may have some bandwidth (including polices & procedures), have review department Website |  |  |
| **FIRST DAY/FIRST WEEK** |  |  |
| * Provide a copy of the job description and review job functions, competencies, and expectations for working in the department. |  |  |
| * Review security, safety and confidentiality procedures for your unit |  |  |
| ***Go over department safety plan.***   * Emergency Evacuation/Plan * First Aid supplies * MoBull sign up |  |  |
| * Ensure new employee updates emergency contact information in GEMS Self Service. |  |  |
| ***Provide USF overview of the following:***   * USF Leadership: BOG, BOT, President, Senior Leadership * Florida University System – sister schools, review of colleges * USF mission, values, strategic plan |  |  |
| * Review organizational structure of your department |  |  |
| * Distribute a list of acronyms typically used in the department. |  |  |
| * Review department’s mission and strategic plan. |  |  |
| * + Review department’s values |  |  |
| * Conduct working tour of floor, building, other appropriate facilities, etc. |  |  |
| * Set up email account |  |  |
| * Set up voicemail |  |  |
| * + Ensure new employee has received Staff ID card |  |  |
| * + Assist in setup of NetID |  |  |
| * Demonstrate use of online directory |  |  |
| ***Cover as needed per department:***   * Recycling * Key/Door access * How to use Outlook * Office Equipment * Phone: transfer calls, conference calls, etc. * Internal USF Mail Procedures |  |  |
| * Provide list of department phone numbers and key resource people |  |  |
| * Set up a meeting with department head and any other administrative and staff members, if appropriate |  |  |
| * Officially introduce the new employee to the entire department |  |  |
| * Introduce new hire to one or two people in similar jobs that can help with orientation to department |  |  |
| * Meet with new employee at the end of the week to answer questions, inquire about their first week experience, and provide direction for the next few weeks |  |  |
| ***Cover these topics as needed by department/position:***   * Attendance and punctuality * Florida Sunshine Law * USF Standards of Service * USF Performance Management Process * Budget procedures * Probationary period * Dress Code * Work Schedule * Internet Access * Travel * Timesheets * Email regulations * Breaks, overtime, Time reporting/Payday Schedule, leave policy/reporting, accrual & of sick, vacation. * USF holidays * Staff Senate or Administrative Advisory Council * If applicable to position, ASFCME CBA |  |  |
| * Review training opportunities (role specific, systems specific, department specific, industry specific) and continuing educational opportunities, special programs, and events or activities |  |  |
| * Review USF Perks |  |  |
| * Note deadlines for benefits enrollment * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| * Additional considerations if going from OPS to Regular * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| * Additional considerations if going from non-exempt to exempt * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |