**DEPARTMENTAL NEW EMPLOYEE ONBOARDING**

| **Onboarding Task** | **Team Member Assigned** | **Completion Date** |
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| **PRE-ARRIVAL**  |  |  |
| * Arrange for paperwork to be completed
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| * Ensure background check is completed (if required)
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| * Send email to department announcing the “new employee”
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| * Prepare work space, office supplies, phone and computer
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| * One day before arrival – call to answer any questions (parking, reminder of documents needed, lunch, etc.)
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| * Add new employee to appropriate e-mail lists
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| * Update Staff Directory/Website
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| * Prepare the first day and first week agenda for “new employee”
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| * Coordinate welcome day activities.
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| * Review calendar to schedule appropriate meeting times during “new employee’s” first month (if appropriate).
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| * Prepare welcome card
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| * Identify and assign buddy
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| * Identify necessary training & schedule
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| * Identify & prepare “pertinent reading material” for early days when the employee may have some bandwidth (including polices & procedures), have review department Website
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| **FIRST DAY/FIRST WEEK** |  |  |
| * Provide a copy of the job description and review job functions, competencies, and expectations for working in the department.
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| * Review security, safety and confidentiality procedures for your unit
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| ***Go over department safety plan.**** Emergency Evacuation/Plan
* First Aid supplies
* MoBull sign up
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| * Ensure new employee updates emergency contact information in GEMS Self Service.
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| ***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
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| * Review organizational structure of your department
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| * Distribute a list of acronyms typically used in the department.
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| * Review department’s mission and strategic plan.
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| * + Review department’s values
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| * Conduct working tour of floor, building, other appropriate facilities, etc.
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| * Set up email account
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| * Set up voicemail
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| * + Ensure new employee has received Staff ID card
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| * + Assist in setup of NetID
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| * Demonstrate use of online directory
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| ***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
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| * Provide list of department phone numbers and key resource people
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| * Set up a meeting with department head and any other administrative and staff members, if appropriate
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| * Officially introduce the new employee to the entire department
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| * Introduce new hire to one or two people in similar jobs that can help with orientation to department
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| * 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
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| ***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
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| * Review training opportunities (role specific, systems specific, department specific, industry specific) and continuing educational opportunities, special programs, and events or activities
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| * Review USF Perks
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| * Note deadlines for benefits enrollment
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| * Additional considerations if going from OPS to Regular
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| * Additional considerations if going from non-exempt to exempt
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