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.

EMPLOYEE INFORMATION

<table>
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<tr>
<th>Name:</th>
<th>Start date:</th>
<th>Position #:</th>
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<th>Job Title:</th>
<th>Supervisor:</th>
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BEFORE FIRST DAY

**Supervisor**

- Sign the Offer Letter and send to employee for signature. Forward the signed letter and Employee Information Form to Business Office at least 8 business days prior to employee’s Start Date.
- Develop a training plan for the employee’s first few weeks including:
  - Who is/are the trainers for the job tasks?
  - 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.
- Introduce employee by informal email to lab personnel.
- 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.

**Administrative Office**

- Assemble and submit new hire packet to LCOM/HRS at least 8 business days prior to the anticipated Start Date.
- Provide supervisor with copy of the employee’s Position Description.
- Send “New Hire” questionnaire to supervisor to identify PeopleSoft access parameters, PurCard needed, etc.
- Register employee for New Hire Enrollment on their start date and UVM Culture & Community at another time. *If new hire cannot attend orientation on their first day, the must go to HR to complete their I9 and W4.
- For staff: send “Welcome Email” to employee and set up meeting with employee during 1st week to review time entry, UVM website, Handbook, answer questions, etc. Provide admin support contact information.
- Request COMIS account(s)
- Request M# if needed.
- Work with the supervisor to request L drive access.
- Work with supervisor on computer purchases, key requests, swipe card access, etc.

START DATE = New Hire Enrollment (2-3 hour session to sign up for benefits)

FIRST DAY ON THE JOB

**Supervisor**

- Welcome employee upon arrival
- Review employee’s partial schedule for the first week or two; confirm the employee has first day lunch plans
- Allow time for the employee to get settled in workspace
- Check in with employee for feedback at end of day
FIRST DAY ON THE JOB - Introductions and Tour

- Introduce to key department staff and contacts

- Tour of facilities:
  - Restrooms
  - Emergency exits
  - Mailboxes
  - Printers
  - Photocopier/fax
  - Meeting rooms
  - Bulletin boards
  - Food service
  - Parking
  - Bus stops
  - Office supplies
  - Business Office
  - Mail box
  - Library
  - Any unique employee inquiries

FIRST DAY ON THE JOB - Position Details

Supervisor
- 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, UVMMC training
- Review hours of work/daily schedule, overtime, policies for requesting time off, and dress code

FIRST DAY ON THE JOB – Computers

Supervisor
- Assist employee with setting up email, COMIS account, shared drive access. COMIS #: 6-7300
- If UVMMC credentialing is needed, the VTC Administrator and the Supervisor will facilitate this
- Assist employee with setting up voice mail and use of long distance code
- 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

WITHIN THE FIRST WEEK - Administrative Procedures

Supervisor
- Review Administrative procedures
- CATcard/Keys/Swipe access
- Parking permit
- Emergency procedures
- Security/Personal safety
- Photocopier code/access
- Mail/shipping
- Visitors policies

Administrative Office
- 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 Services opportunities
- Answer questions and review UVM website
- Review MMG organizational charts and MMG websites
- If needed, in collaboration with Supervisor, make requests to add employee to email distribution lists/calendars

WITHIN FIRST TWO WEEKS

Supervisor
- Ensure the employee has completed all mandatory training associated with the position
- Ensure the employee is scheduled for/has completed UVM Culture & Community session
- Campus tour: LCOM MedPlex; Davis Center; Waterman; Bailey-Howe
DURING FIRST MONTH OF EMPLOYMENT

**Supervisor**
- Schedule weekly meetings to monitor progress and check in with the employee

**Supervisor/Business Office**
- Check in regularly: Does the employee have everything they need to do the job?

AT ONE MONTH OF EMPLOYMENT

**Business Office**
- Check in with the employee, supervisor for onboarding feedback

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*This space is designated for the new employee to provide feedback about the onboarding process.*

CHECKLIST COMPLETION ACKNOWLEDGEMENT

**Supervisor acknowledgement:**

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

Signature: _______________________          Date: ___/___/____

**Employee acknowledgement:**

Signature: _______________________          Date: ___/___/____

**SUPERVISORS:**

Complete, sign and return the New Employee Onboarding Checklist Department Administrator *within six weeks* of the new employee’s start date.