

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

Name:	Start date:	Position #:
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 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:
 - 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.
- 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, they 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

<input type="checkbox"/> Tour of facilities:	<input type="checkbox"/> Restrooms	<input type="checkbox"/> Photocopier/fax	<input type="checkbox"/> Parking	<input type="checkbox"/> Office supplies
	<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 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, UVMCC 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 UVMCC 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

<input type="checkbox"/> Review administrative procedures	<input type="checkbox"/> CATcard/Keys/Swipe access	<input type="checkbox"/> Photocopier code/access
	<input type="checkbox"/> Parking permit	<input type="checkbox"/> Mail/shipping
	<input type="checkbox"/> Emergency procedures	<input type="checkbox"/> Purchasing policies
	<input type="checkbox"/> Security/Personal safety	<input type="checkbox"/> 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

POSITION-SPECIFIC TRAINING OR ADMINISTRATIVE PROCEDURES

- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

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.