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# New Staff Onboarding

## EMPLOYEE INFORMATION

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| --- | --- | --- | --- | --- |
| Name:  |  |  | Start date:  |  |
| Position:  |  |  | Supervisor:  |  |

## PRIOR TO ARRIVAL

[ ]  Contact Departmental Administrator/Supervisor about office assignment, computer equipment, system access.

[ ]  Contact Supervisor about introductions and onboarding schedule (Department Admin, Grad Program Coordinator, other staff).

[ ]  Contact CPH Facilities Management about [key and building access](https://workflow.uiowa.edu/entry/new/663/10746492), office and department signage, voice mail, phone/long distance.

[ ]  Contact CPH Communications to update online directories/digital signage.

[ ]  Request copy of employee personnel file if transferring from UI department.

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| [ ]  Provide employee with UI Parking information: [Cambus, Biking, Parking, Rideshare, U-PASS, University Vehicles](https://transportation.uiowa.edu/employee)[ ]  Once the Hawk ID is established, have employee request an email account: [Faculty and Staff Email Account Request](https://its.uiowa.edu/support/article/101339) |

## FIRST DAY

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| [ ]  Provide employee with link to the [CPH Strategic Plan](https://www.public-health.uiowa.edu/strategic-plan/)[ ]  Provide employee with link to the [CPH Faculty/Staff Webpage](https://www.public-health.uiowa.edu/for-faculty-and-staff/) [ ]  Provide employee with copy of position description. |

## POLICIES

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| [ ]  Review key policies. | * Rate of pay/monthly distribution amount
* Direct Deposit (pay, spending acct, travel)
* Insurance start date/UI orientation
* [Vacation and sick leave](https://hr.uiowa.edu/benefits/vacation-sick) (conversion, accruals, absence request, recording/submitting)
* [Spending Accounts](https://hr.uiowa.edu/fsa) process/insurance cards
* [FMLA](https://hr.uiowa.edu/fsds/leave)/leaves of absence/jury duty/[FCL](https://hr.uiowa.edu/policies/clarification-family-caregiving-leave)
* [Holidays](https://opsmanual.uiowa.edu/human-resources/holidays-and-vacations/holidays)
* E-personnel file
* [Performance review](https://opsmanual.uiowa.edu/services/professional-and-scientific-staff/performance-review-university-staff) process
 | * [Conflicts of Commitment & Interest](https://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest/conflicts-commitment-effort)
* Security/safety
* Confidentiality
* Supervisor
* [University Operations Manual](https://opsmanual.uiowa.edu/)
* [Anti-harassment](https://opsmanual.uiowa.edu/community-policies/anti-harassment)
* [Drug Free Environment](https://opsmanual.uiowa.edu/community-policies/drug-free-environment)
* [Political Activity Guidelines](https://provost.uiowa.edu/political-activity-guidelines)
* [Prohibition on Giving & Receiving Gifts](https://opsmanual.uiowa.edu/community-policies/prohibition-giving-and-receiving-gifts)
* [Violence](https://opsmanual.uiowa.edu/community-policies/violence)
* Hours of work
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## ADMINISTRATIVE PROCEDURES

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| [ ]  Review general administrative procedures.[ ]  Review HR Website | * Office/desk/work station
* Shipping (FedEx, DHL, and UPS)
* Purchase requests
* Custodial services, general maintenance, employee responsibilities
* Intro to [UI Self Service](https://hris.uiowa.edu/portal/ss06/driver.php)
* Hiring procedures for temporary staff
* [UI Printing](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/printing)
* Emergency procedures: Emergency procedures, [hawk alerts](https://hawkalert.uiowa.edu/), classroom lockdown
 | * How to use phone system, voice mail, long distance codes, [personal calls](https://opsmanual.uiowa.edu/services/information-technology-services/its-telecommunication-network-services-tns)
* Conference room reservations
* Travel polices: Requests, [Insurance](https://hr.uiowa.edu/benefits/travel-assistance-active), fleet services, expense
* Classroom food/drink policy
* [Building hours/afterhours access](https://www.public-health.uiowa.edu/after-hours-or-weekend-assistance/)
* [ID badges](https://idcard.fo.uiowa.edu/)
* Parking: locations, request,, Bongo, Cambus, public transit, 30 min loading, accessibility
* Setting up [Two-Step Login/Duo Mobile](https://its.uiowa.edu/support/article/106591)
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## INTRODUCTIONS AND TOURS

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| [ ]  Give introductions to department staff and key personnel during tour (may assign designee). |
| [ ]  Facility information, including:  | * [Classrooms](https://www.public-health.uiowa.edu/rooms)
* [Shared meeting spaces](https://www.public-health.uiowa.edu/reserving-shared-space)
* Restrooms/showers/lockers
* Workroom: Copier, fax, supplies, kitchenette, shared printers, mail location.
 |  | * [Café](https://www.public-health.uiowa.edu/river-ridge-cafe/), vending machines and [other campus dining locations](https://dining.uiowa.edu/locations)
* [UI recreational facilities](https://recserv.uiowa.edu/)
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## TRAINING

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| --- | --- | --- |
| [ ]  Review required training and continuing education opportunities. | * Mandatory [Harassment Prevention Training](https://diversity.uiowa.edu/programs/sexual-harassment-prevention-education)
* Bloodborne Pathogens (BBP), if applicable
* Lab Safety training, if applicable
* Cash Handling training, if applicable
* Compliance system, other position specific requirements (procurement card, etc.)
* [Learning and Development](https://hr.uiowa.edu/learn) opportunities
 | * [FERPA](https://icon.uiowa.edu/) online staff with access to student records
* [Security Awareness](https://compliance.hr.uiowa.edu/my_training/course_enroll_details/WSANS1) online for technology staff
* [Quick Coach/Lynda](https://lynda.uiowa.edu/) learning opportunities
* [Ethics and Responsibilities](https://compliance.hr.uiowa.edu/my_training/course_enroll_details/W00329) recommended all staff
* [Citi Training](https://about.citiprogram.org/en/homepage/) for research staff with human subjects
* Unconscious Bias Training
* [eCOI Disclosure](https://hso.research.uiowa.edu/c-ecoi-disclosure-requirements-prior-submission) required for grant personnel
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## INFORMATION & ACADEMIC TECHNOLOGY

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| --- | --- | --- | --- |
| [ ]  Specifics to be addressed during scheduled one-on-one meeting with [CPH-IT](https://www.public-health.uiowa.edu/it/):  | * Email
* Office 365 / Microsoft Office
* Academic Technology
* Personal mobile devices
 | * Skype for Business
* Data on network drives
* [Acceptable Use](https://opsmanual.uiowa.edu/community-policies/acceptable-use-information-technology-resources)
* UI Wireless
 | * Internet access on/off campus
* Printing and scanning
* Research data
* CPH websites
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**QUESTIONS:**

**CPH-HR: setup 30 day check-in**

*First Day:*

* Meet with CPH HR to go over onboarding checklist & introductions:
	+ Introduce to Shared Services staff
	+ Introduce to Information & Academic Technology Staff
	+ Introduce to Kelli – primary contact for facilities management.
	+ Introduce to Becky (if applicable) – primary contact for Faculty Affairs items noted above, explain that she will be setting up meetings with CPH Admin.
	+ Others? *(based on discussion with DEO/supervisor)*