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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](mailto:cphfacilities2@iowa.uiowa.edu) 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](mailto:debra-venzke@uiowa.edu) 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 |

## 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) |

## 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/) |

## 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 |

## 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 |

**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)*