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| --- | --- | --- | --- |
| New Employee: |  | Start Date: |  |
| Position: |  | Department: |  |
| Supervisor: |  |

|  |  |  |
| --- | --- | --- |
| **Pre-Arrival** | **Person Responsible** | **More Information** |
| * HR paperwork is complete and supervisor receives employee# from HR.
 | Human Resources |  |
| ❒ Check that the work area is equipped and ready for new employee* Space/office identified
* Desk / Chair / Vehicle
* Equipment
* Computer that can be accessed
* Mailbox
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Supervisor or designee |  |
| * Complete account access for all **or** some of the following services:
* Network access request
	+ Share drives
	+ HRMS
	+ Banner
	+ Time & labor
	+ Purchasing (such as P Card)
* Email account
	+ An email account will be set up when hiring information has been processed.
* Telephone access request
	+ Add, change or move extension
	+ Long distance code
 | Supervisor | * Network access- Please follow link below. If unsure of correct access for new employee consult with your Business Manager. <http://www.uwyo.edu/infotech/aboutit/departments/ads/aso.asp>
* To obtain a user name and initial password for email <https://wyossb.uwyo.edu/bnrprod/bwzkgipn.p_present_ipnp>
* Email telecom at TelDesk@uwyo.edu to request, change or move an extension.
 |
| * Obtain keys from Physical Plant (if dept. does not have) by submitting request to the Service Desk.
* As appropriate per job duties:
* Obtain / provide room Access Code
* Obtain / provide Building Key
 | Supervisor | * Keys requests need to be on dept. letter head and signed by the dean, director or department head.
* Service Desk 766-6225
 |
| ❒ Order the following: * Name tag (badge)
* Business cards
* Name plate for office / work area
 | Supervisor or designee | * Name plates <http://www.uwyo.edu/ppl/forms/index.html>
* Business Card Requests <https://www.uwyo.edu/mktgcomm/businesscards/>
 |
| * Assign a mentor/buddy to be prepared for the new employee, including accompanying them to lunch the first day.
 | Supervisor or designee |  |
| * Keep your schedule free to meet with the employee as they arrive and allow time throughout the day – especially at the end – to answer any questions.
 | Supervisor |  |
| * Welcome email/phone call to answer last minute questions the employee may have by contacting them prior to their start date.
 | Supervisor |  |
| * Prepare first job assignment(s)
 | Supervisor |  |
| **First Day** | **Person Responsible** | **More Information** |
| ❒ Employee attends New Employee Orientation  | Supervisor or designee |  |
| ❒ Introduce new employee to the staff and their roles. | Supervisor or designee |  |
| ❒ Tour of work area / campus:* Identify parking areas
* Identify mail systems
* Location / ordering of supplies
* Restrooms
* Break areas
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Supervisor or designee |  |
| ❒ Explain work procedures:* Hours of work
* Breaks / meal periods
* Call-in procedures
* Leave notification procedures
* Holidays/calendar
* Dress code
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Supervisor |  |
| ❒ Explain use and location of office equipment:* Demonstrate phone usage
* Fax
* Copier/Scanner
* Shredder
* Printers
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Supervisor or designee |  |
| * Take a breather. Go out for a cup of coffee, soda or lunch with the employee.
 | Supervisor or designee |  |
| * Identify the difference in logins between Banner, HRMS and Windows /email
 | Supervisor or designee | * Windows and email are one password. If you log in to email via web access (OWA)
 |
| **First Week** | **Person Responsible** | **More Information** |
| * Ensure that employee has met with Benefits (Michelle or Kira) to review benefits and complete all benefits forms.
 | Supervisor | * These need to be complete by the 16th of the month so they employee does not have a double-deduction on their paycheck.
 |
| * Identify job expectations and responsibilities. Go over:
* Position Description Questionnaire (PDQ)
* Review the Performance Management Process – begin conversation on planning / goal setting.
 | Supervisor |  |
| * Review the following Intranet tabs: (others as they apply)
* Employee Handbook
* General Counsel
* Human Resources
* Policies and Guidelines
* Organizational Chart (Add employee to the dept. org chart)
 | Supervisor  | * Employee handbook- <http://www.uwyo.edu/hr/_files/docs/human-resources/employee-handbook.pdf>
* General Counsel - <http://www.uwyo.edu/generalcounsel/>
* HR - <http://www.uwyo.edu/hr/>
 |
| * Identify building hours and after hour access procedures.
 | Supervisor |  |
| * Obtain a WyoOne ID
 |  | <https://services.jsatech.com/textpage.php?pageid=454&cid=118&>  |
| * Add employee to supervisor / team office email as appropriate and give access to office calendar.
 | Supervisor or designee |  |
| * Ensure employee is aware of the UW campus emergency response procedures along with UW emergency notification system. Identify emergency procedures for area.
 | Supervisor or designee | * <http://www.uwyo.edu/ehs/emergencypreparedness.html>
 |
| **First Month** |  | **More Information** |
| * Introduce new employee to staff external to the unit with whom he/she will work.
 | Supervisor or designee |  |
| * Mandatory Training
* Title IX Training
* P-Card Training – if card is issued to employee
* Family Educational Rights and Privacy Act tutorial (FERPA)
* Time and Labor Training
* OFCCP Training – if employee will have any impact on someone’s employment
* Any departmental specific training required e.g. ServSafe, OSHA, etc.
 | Supervisor or designee | * OFCCP – If you will be involved in promotion/tenure, hiring, performance evaluations, pay, benefits, training, etc.
 |
| * Review and discuss travel guidelines
* Mileage Reimbursement Procedure
* Mileage Standard Chart
* Mileage and Travel Expense form
 | Supervisor or designee |  |
| * Go over departmental policies and rules
* Review manuals or other documented procedures
* Create a development plan for employee
 | Supervisor or designee |  |
| * Follow up with new employee on any employment questions or concerns he/she may have (on-going.)
 | Supervisor  |  |
| **Six Months** |  | **More Information** |
| * Give performance feedback to date
 | Supervisor |  |
| * Hold a check-in meeting
* Does the employee adequately understand his/her role?
* Is this the job he/she expected? If not, what was expected, what can be done?
* What ideas does the new employee have to improve the department and/or University?
* Is the employee having trouble fitting in or having difficulty with another employee or department?
 |  |  |
| * Follow up with new employee on any employment questions or concerns he/she may have (this will be on-going.)
 | Supervisor |  |
| **One Year** |  | **More Information** |
| * The employee is at their one year mark and probation is ending. Meet to discuss future goals.
 |  |  |
| * Complete yearly evaluation (if applicable)
 |  |  |