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

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| **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](mailto: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) |  |  |