Executive Onboarding Checklist

Working with both your hiring manager and your area’s onboarding coordinator, use this form to help guide you through the onboarding process. Please contact Tonia Duncan-Rivers at 924-4320 or tdd3v@virginia.edu if you have questions related to our program.

First Day of Work - Forms & Registration
- Attend Grounds for Success Orientation, scheduled through UHR
- Form I-9 (complete online on or before your first day)

First Day of Work – Logistics and Introductions
- Meet with hiring manager
- Overview of School/Unit and VP Area
- Introduction to department mission, goals, culture, etc.
- Tour department
- Introduction to Leadership Team/Key Contacts
- Introduction to Department /School Leaders
- Introduction to Direct Reports and other Key Constituents and Peers

By Third Day of Work – Compensation/Leave/Emergencies
- Complete section 2 of the I-9 process with your I-9 specialist
- Leave (holiday, PTO, vacation, jury, sick, etc.)
- Designated or non-designated status
- Review Inclement Weather Policy
- Emergencies (department procedures, building exits, UVa Alerts Registration)
First Day/First Week – Role, Responsibilities, and Expectations

☐ Review job description
☐ Review Leadership Characteristics and UVa Competencies
☐ Review Promotion/Tenure (Teaching & Research Faculty only)
☐ Review administrative/managerial responsibilities
☐ Resources; refer to www.hr.virginia.edu ; http://provost.virginia.edu/
☐ Social networking opportunities (through department and Executive Onboarding Program)
☐ Required training (if any)

Within First Month of Work - Organizational Culture

☐ Meet with Center for Leadership Excellence (CLE) consultant to discuss Executive Onboarding Program

Within First Month of Work - Performance Management

☐ Establish performance expectations
☐ Promotion/Tenure (Teaching and Research Faculty Only)
☐ Resources; refer to www.hr.virginia.edu

Within First Month of Work - University Policies & Procedures

☐ Zero tolerance policy for harassment and discrimination
☐ Ethics and code of conduct
☐ Use of University property (computer, fax, phone, copy machine, etc)
☐ Performance Management System

Two Months After You Start - Other

☐ Post Onboarding Interview
☐ 6-month check-in with Center for Leadership Excellence (CLE) consultant
☐ ________________________________
☐ ________________________________