Executive Onboarding

Working with both your hiring manager and your area’s onboarding coordinator, use this form to help guide and inform your first year at the University. At any time during your tenure with us, don’t hesitate to phone Tonia Duncan-Rivers at 924-4320 if you have questions relating to our program.

I. First Day of Work - Forms & Registration
   - Attend orientation, scheduled through UHR
   - Form I-9
   - W-4 Form
   - Benefits Enrollment Form
   - Direct Deposit Setup Form

II. First Day of Work - Leadership Team & Key Contacts
   - Introduction to department/school leaders
   - Introduction to direct reports
   - Introduction to HR and Payroll
   - Introduction to IT and Maintenance
   - Introduction to site/building administrator
   - Receive business cards

III. First Day of Work - Compensation & Benefits
   - Timecard and pay schedule
   - Leave (holiday, PTO, vacation, jury duty, sick, etc.)
   - Health insurance, dental, and vision plans

IV. First Day of Work - Introduction to University
   - History of the University
   - Overview of school/department
   - Mission and vision statements
   - Goals and objectives (organization goals, values, & objectives)
   - Individual goals & objectives
   - Standards for attire (business/business casual)
V. Within First Month of Work - Organizational Culture
   - University demographics and background
   - Expectations for behavior and attitude
   - Open communication policy

VI. Within First Month of Work - Performance Management
   - Establish goals (University Staff)
   - Identify competencies (University Staff)
   - Create Career Development Plan (University Staff)
   - Promotion/Tenure (Teaching and Research Faculty Only)
   - Administrative issues and responsibilities
   - Resources
   - Managerial responsibilities
   - Mentoring assignment
   - Social networking opportunities

VII. 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
   - Required training (if any)

VIII. Two Months After You Start - Other
   - Meet with LDC & coordinator re: Onboarding plan
   - Quarterly networking events
   - Post Onboarding interview
   - 6-month check-in
   - ____________________________________________________________
   - ____________________________________________________________