On-boarding a Temp Employee

Starting a new job is an exciting time for new hires. It's imperative that departments thoughtfully prepare to ensure new employees are comfortable in their new role and have the resources they need to successfully engage at UVa.

Many full time employees started their career as a temp employee here at the University of Virginia. Temp employment is often an individual’s first experience with the University. Your warm welcome can directly improve productivity and employee retention, and lay the foundation for lifetime affection-for and commitment-to the University of Virginia.

The following are suggested resources to help you and your new employees through this transition.

- **Setting up computer access:**
  - This should be done by your local IT support. Employees will need their eservices account to access the UVA Network.

- **Setting up Email**
  - [http://its.virginia.edu/email/accounts.html](http://its.virginia.edu/email/accounts.html)
  - As part of obtaining and using your UVa email account, you must also pass the Responsible Computing Tutorial & Quiz.

- **Setting up Phone**
  - [http://its.virginia.edu/commserv/telephone/getting.html](http://its.virginia.edu/commserv/telephone/getting.html)
  - Telephone Counselors by Department: [http://www.its.virginia.edu/commserv/telephone/counselors.html](http://www.its.virginia.edu/commserv/telephone/counselors.html)

- **Getting an ID Badge**
  - [http://www.virginia.edu/idoffice](http://www.virginia.edu/idoffice)