

Graduate College New Employee Appointment and Orientation Check List

Employee Name:

Date of Hire:

Classification:

Percent Time:

Supervisor Name:

Department:

Description	Responsible Party	Initials	Date Completed
Work Area Set Up Prior to Start Date			
Computer, printer set-up	Graduate College IT		
Set up office, necessary equip/supplies, telephone, UI/Grad College/unit promotional and team items	Dept or Grad College HR		
Appointment: Prior to Start Date			
Process appointment or transfer form in workflow <ul style="list-style-type: none"> • Collect signed offer letter • Data collection form for appointment • Send new employee the Criminal and Credential Background Check release forms • Process Criminal and Credential Background Checks • Send Onboarding information, including temporary parking information • Attach copy of signed offer letter to the appointment in workflow • Make a Personnel File 	Grad College HR		
Send out collegiate-e-mail to announce the new hire	Grad College HR		
Orientation: First Date of Employment			
Review offer letter details and addendum	Grad College HR		
Complete I-9 form online	Grad College HR		
Demonstrate the Employee Self Service website: <ul style="list-style-type: none"> • Tax Withholding • Direct Deposit Form • Learning and Development Courses <ul style="list-style-type: none"> ➢ FERPA ➢ Sexual Harassment Prevention Education • Time Records • Vacation/Sick Accruals and Reports • Absence Reports • Duo Two-Step Login 	Grad College HR		
Review and discuss UI & Graduate College services/facilities: <ul style="list-style-type: none"> • Benefits Overview (including vacation and sick accruals) • Organizational Chart (add new employee) • Staff Telephone and Address List (add new employee) • Job Description • Parking maps and rates • Performance Appraisal Process 	Grad College HR		

<ul style="list-style-type: none"> • UI Orientation Schedule and sample agenda • Staff ID Card Overview 			
Assign keys and/or access cards	Dept of Grad College HR		
Complete relevant system accesses, secondary security, TALX access, etc.	Grad College HR		
PCard access for appropriate cardholder a/c	Dept & Grad College HR		
Advise of ICON and Learning and Development courses for required certifications such as: <ul style="list-style-type: none"> • Ethics • Cash Handling Policy 	Dept or Grad College HR		
Walk through of Dean's office suite, brief introductions to staff, and indication of locations of relevant areas: <ul style="list-style-type: none"> • Conference Rooms • Mail Room • Office Supply area, including copier and fax machine • Recycle and Shred Bins • Restrooms 	Grad College HR		
Orientation - ITS			
Facilitate assignment of HawkID and e-mail address (if new to the UI)	Graduate College IT & Central IT		
Add to appropriate departmental listservs	Graduate College IT		
Review Graduate College IT policy	Graduate College IT		
Meeting with Supervisor (scheduled by Dept or GC HR Rep)			
Review unit guidelines: <ul style="list-style-type: none"> • Lunch hours and breaks • Work hours • Work policies and codes 	Supervisor		
Tour of facility and introductions	Supervisor		
Meetings with appropriate key personnel	Supervisor		
Order Business Cards if applicable	Supervisor		
Review and implement training schedule	Supervisor		
Demonstrate UI processes as appropriate	Supervisor		
Meetings with Graduate College Departments			
Gilmore Hall Personnel	Grad College HR		
Grad College Departments, Schools and Units Located Outside of the Dean's Office	Department or GC HR and/or Supervisor		
Follow-Up at End of First Month			
<ul style="list-style-type: none"> • Ask if new employee needs assistance with their electronic time record • Ensure that they have attended new employee orientation • Ask if they need other assistance 	Grad College HR		