

Onboarding Checklist for F/CM Offer Accepted through First Day

- I. Information request from Business Services
 - First and Last Name
 - Start Date
 - PeopleSoft number

- II. Work Space
 - Office/Work Location
 - Office Furniture (desk, chair)
 - Computer (work order ticket submission)
 - Phone, Voicemail and Skype (UHIT work order ticket submission, then cc F/CM IT to give a heads up, two week if possible)
 - Long distance code (website: UHIT)
 - Tablet request (F/CM IT work order ticket submission)

- III. Access
 - Key requests (office and other building accesses)
 - Cougar Card Access (Access UH, upload pic, appt for pick-up)
 - Card access request for GSB
 - Scanner/copier (F/CM IT work order, FPC adds for them)
 - Shared files drive and Work Order Software access for the computer (F/CM IT Work Order)

- IV. Basic Supplies
 - Business cards (Copy, Print & Delivery - request form)
 - Stapler
 - Notepad
 - Pens
 - Copy of F/CM latest Phone Directory (F/CM SharePoint)

V. Unit/Area/Crew/Team Preparations

- Invite to already scheduled trainings/meetings
- Admin to update SharePoint Employee Directory
- UH Facilities phone directory update
- Office extension and emergency contact list
- Organization charts update (AVC Office)
- Website update (AVC Office)
- Floor plan (FPC - shared as needed)
- Listserv (AVC Office)
- Uniforms
- Safety Shoes & Shoe Reimbursement (each Director's area)
- F/CM Orientation (AVC/AVP office - 2nd Tuesday of the month)
- Peer Partner assignment (More coming...)
- Notify colleagues of the arrival of the new hire (include BS)

VI. Expectations for First Day

- Arrival time/location
- Contact person
- Parking (parking pass/validation for garage, calendar process for the reserved spots, AVC Office)
- Access to the building/entrance
- Attire/dress code
- Decide & communicate lunch expectations
- Assist with parking pass if needed (Parking & Transportation - AccessUH, GSB Zone, notified when to pick-up, print temp)

Onboarding Checklist for F/CM

~ Day 1 through Day 30 ~

I. First Day/Week

- Closest time clocks
- Tour of the offices/buildings
(kitchen, restrooms, stairs, elevators, exits)
- Tour/introduction to FIXIT
- Set up employee workstation
- Set up email address (HR automatically-check personal email for the password, email signature set-up)
- Change AccessUH Primary email address from personal email
- Order office supplies - pens, paper, post-it, etc.
- Parking Pass pick-up
- Parking pass locations (Zone A, Lot 17 spaces are limited)
- Cougar Card pick-up
- Introduction of their Peer Partner
- One on one with direct supervisor
- Add to A&F email listserv (more details...)
- Introduction to Business Services
- Safety trainings/instructions (Golf cart?)
- Motor Vehicle Registration (send securely to BS or hand deliver)
- Cart usage information
- Review various icons on Access UH
- Review PASS for absences and time submissions (employee and new supervisor)
- Schedule for the first week
- Copier, scanning, shredding, additional supplies
- Campus Tour
- Pay Schedule
- Wear Red on Fridays

II. First Month

- Direct Supervisor check-in weekly
- Review performance goals (short and long term)
- Review the ePerformance timeline/process (timeline, goals, criteria, self-evaluations, completion)
- Departmental Organizational Charts
- Units Organizational Charts
- Probationary Periods (using vacation/sick time, etc)
- Cell phone allowance (if applicable)
- Units Mission/Vision Statements
- How to process Leave Request for sick/vacation
- Hiring Manager training scheduled (if HM position)
- Trainings from HR online (30 days)
- Explanation of PDME/Fastenal
- Asbestos Training (more details...)
- CDD Training scheduled (if HM position, more details...)
- Introductions to Facilities IT and/or Contracts Team
- Introductions to Call Center/Customer Service (decide if introduction email/photo is needed)
- Duty Roster information/roles/responsibilities
- Specific review of F/CM processes
- Employee Recognition Program (coins)
- Annual Mandatory Trainings
- Holiday Schedule