# Onboarding Readiness

## Check box as you complete

### Supervisor Contacts employee:
- Confirm start date
- Communicate parking arrangements
- Time to report to work – start time/ work schedule
- Office location and directions
- Employee point of contact for first day
- Proper dress attire

### Supervisor Initiates the following:
- Confirm employee’s work space
- Workstation preparation- ensure supplies are in place
- Obtain office keys
- Assign a Mentor, see sample “Roles of a Mentor”
- Order name tag or name plate if necessary

#### Contact SSC to initiate:
Network managed by, Gatorlink, UF ID, CTS\TTS work request as new user, Gator1 Card, DSA roles, VOIP phone work request, and complete payroll distribution. Unit Manager needs to provide SSC with information below:

**CTS work request for computer:** computer number, network printer number, drives needed and that technical support to be on site day, time & date of new employee’s arrival w/cc: Supervisor and Administrative Assistant for that area(s).

**CNS work request for VOIP phone:** Phone number, User’s name and gatorlink. Phone: If Norstar phone contact the departmental phone administrator in your department

Plan 2 weeks of meetings/trainings for new hire and create an Outlook calendar for these two weeks, see sample “Create a calendar – New Hire”. Ensure new employee orientation & benefits enrollment is viewed by new hire: NEO100 & NEO200 on the 1st day

Arrange welcome with mentor for 1st day (ensure mentor takes employee to lunch – each person pays for their own meal)

Arrange lunch w/team during 1st week (Each person provides their own lunch or staff may provide side dishes for a luncheon)

### Onboarding Process – 1st Day

- Welcome new hire
- Introductions – Coworker & Supervisors
- Show workstation
- Meet assigned mentor

Mentor will give office tour: location of restrooms/breakrooms/meeting rooms; evacuation exits; printer/copier/scanner; supply cabinet; parking passes

Contact SSC if CTS\TTS computer support person is not on site to help employee log onto computer

### Supervisor needs to discuss all departmental functions
- time reporting & payroll schedule
- work schedule, lunch periods and breaks
- parking
- share F&A Leave Policy regarding attendance and leave
- cell phone/social media usage/any phone issues
- training plan/meeting schedule

### Supervisor will verify with SSC that the Gator1 Card has been approved before the mentor provides main campus tour to ensure new employee is able to pick up Gator 1 Card & parking decal from Traffic & Parking

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March 10, 2015