Every new employee, regardless of previous training or experience, needs to be introduced to the work environment and instructed in the performance of specific tasks. Orientation programs are intended to get the new employee off to a good start by establishing a sense of belonging and cooperation, creating favorable attitudes, supplying necessary information that will answer an employee’s questions, and removing fears or uncertainties which may be barriers to effective job learning and performance.

**INSTRUCTIONS:** This checklist is provided to assist supervisors in orienting new employees. After each item has been covered, the completion date should be entered in the column to the right of it. **When the entire checklist is completed, return the form to Human Resources, 216 North Hall with attention to the appropriate HR representative.** The form will be placed in the employee’s personnel file.

### Pre-Arrival

<table>
<thead>
<tr>
<th>Contact/Office/Webpage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visit UWRF’s Onboarding webpage</strong></td>
</tr>
<tr>
<td>Print New Faculty/Staff Orientation Checklist</td>
</tr>
<tr>
<td>Print Job Safety Checklist, if job requires</td>
</tr>
<tr>
<td>Print Campus Quick Reference for Employee</td>
</tr>
<tr>
<td><a href="http://www.uwrf.edu/humanResources/NewEmployeeOnboarding.cfm">http://www.uwrf.edu/humanResources/NewEmployeeOnboarding.cfm</a></td>
</tr>
</tbody>
</table>

**Confirm with employee, the details of their start date, time & location.** Ensure employee is aware of their scheduled onboarding session with HR. **Faculty/Instructional Academic Staff will have group sessions at semester startup.**

**Block supervisor/other employee schedules for orientation and if desired, a welcome lunch**

**Prepare and equip the work area.**

- Chair, desk, computer, phone, etc.  
- Furniture - Building custodian  
- Computer/phone - DoTS x3687

**Submit request for Building Keys**

http://www.uwrf.edu/Facilities/BuildingKeys.cfm

**Obtain an Emergency Preparedness/Procedure Guide**

Contact Risk Management for guide.

**Arrange for job specific technology access:**

- **DoTS managed applications or security**  
  - https://technology.uwrf.edu/TDClient/Requests/ServiceCatalog  
  - https://technology.uwrf.edu/TDClient/Requests/ServiceDet?ID=22615

- **HRS Security Roles**  
  - Contact Tracey Nyeggen
  - WISDM – Contact Dave Sorenson

http://www.uwrf.edu/TDClient/Requests/ServiceDet?ID=22615

### First Day of Employment

**Welcome new employee and ask what name he/she prefers to go by.**

**Introduce employee to the work area.**

- Show employee location of restroom, copier, break room and any other areas utilized on a daily basis.

**Order business cards, name tag and/or office name plate, if needed.** Ask employee for preference on how name appears.

- Cards –  
  - https://www3.uwrf.edu/FastCopy/FastCopyOrder.cfm
  - Nametag – email (orders@riverlandlaser.com)/ Riverland Laser
  - Name Plate - ucm@uwrf.edu

**Walk employee to HR for ‘Day 1’ onboarding.** Employee bring **valid identification**, banking information for direct deposit, and any completed forms. **Faculty & Inst. Academic Staff will have group sessions at semester start.**

**Review Tobacco Free Campus Policy**

http://www.uwrf.edu/tobaccofreecampus/

**Review New Employee Job Safety Checklist**

http://www.uwrf.edu/humanResources/NewEmployeeOnboarding.cfm

**Review Blood Borne Pathogen Safety Program and inform of vaccination program**


**Ensure employee completes required compliance training.**


https://www.uwrf.edu/FacultyAndStaff.cfm click “Lawroom” button, log in with Falcon ID/password

https://www.uwrf.edu/HumanResources/Employee-Training.cfm
<table>
<thead>
<tr>
<th><strong>Review Campus Quick Reference</strong> (Supervisor may have printed this pre-arrival)</th>
<th><a href="http://www.uwrf.edu/humanResources/NewEmployeeOnboarding.cfm">http://www.uwrf.edu/humanResources/NewEmployeeOnboarding.cfm</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce employee to other co-workers within the department and explain each person’s role.</td>
<td></td>
</tr>
<tr>
<td>Location of office supplies and how to request</td>
<td></td>
</tr>
<tr>
<td>Shredding / recycling locations</td>
<td></td>
</tr>
<tr>
<td>Tour the building and introduce employee to other frequent contacts in the building.</td>
<td></td>
</tr>
<tr>
<td>Explain the organization and relationship of the department to the organization.</td>
<td><a href="http://www.uwrf.edu/Administration/UWRF-Organizational-Charts.cfm">http://www.uwrf.edu/Administration/UWRF-Organizational-Charts.cfm</a></td>
</tr>
<tr>
<td>Explain workflow for the work area, work priorities, phone usage, mail system, supply orders.</td>
<td></td>
</tr>
<tr>
<td>Train employee on use of campus telephone system</td>
<td><a href="http://technology.uwrf.edu/TDClient/KB/ArticleDet?ID=11091">http://technology.uwrf.edu/TDClient/KB/ArticleDet?ID=11091</a></td>
</tr>
<tr>
<td>Inform employee of work hour/schedule expectations, dress code, unit coverage, and how to call in an unexpected absence.</td>
<td></td>
</tr>
<tr>
<td>Ensure that employee has activated the Falcon Account upon receipt of W# from Human Resources</td>
<td><a href="http://technology.uwrf.edu/TDClient/KB/ArticleDet?ID=2001">http://technology.uwrf.edu/TDClient/KB/ArticleDet?ID=2001</a></td>
</tr>
<tr>
<td>Walk to DoTS in 160 Davee Library to obtain campus photo ID</td>
<td>Employee bring photo id and W#</td>
</tr>
<tr>
<td>Walk to Facilities Management to pick up keys, when ready. Discuss building hours and after hours procedures</td>
<td></td>
</tr>
<tr>
<td>Arrange for Driver’s Authorization, and advise on Fleet vehicle process, if applicable</td>
<td><a href="http://www.uwrf.edu/Facilities/FleetVehicles.cfm">http://www.uwrf.edu/Facilities/FleetVehicles.cfm</a></td>
</tr>
<tr>
<td>Arrange for Procurement Card, if applicable</td>
<td><a href="http://www.uwrf.edu/Purchasing/ProcurementCardInformation/Step2HowToGetACard.cfm">http://www.uwrf.edu/Purchasing/ProcurementCardInformation/Step2HowToGetACard.cfm</a></td>
</tr>
<tr>
<td>Direct employee to Parking Office website, if desire an on-campus parking permit</td>
<td><a href="https://www.uwrf.edu/Parking/EmployeeParking/Index.cfm">https://www.uwrf.edu/Parking/EmployeeParking/Index.cfm</a></td>
</tr>
</tbody>
</table>

### First Week of Employment

<table>
<thead>
<tr>
<th>Schedule appointment to have photo taken for campus directory.</th>
<th><a href="http://www.uwrf.edu/UniversityCommunications/PhotoServices.cfm">http://www.uwrf.edu/UniversityCommunications/PhotoServices.cfm</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Send announcement to Falcon Daily with a photo to announce new hire.</td>
<td><a href="http://www.uwrf.edu/UniversityCommunications/FalconDaily-Submission-Form.cfm">http://www.uwrf.edu/UniversityCommunications/FalconDaily-Submission-Form.cfm</a></td>
</tr>
<tr>
<td>Tour campus and introduce person to those individuals with whom he/she will be working. Ensure employee has campus map.</td>
<td><a href="https://www.uwrf.edu/AboutUs/Explore/">https://www.uwrf.edu/AboutUs/Explore/</a></td>
</tr>
<tr>
<td>If needed, schedule one on one session(s) with DoTS for application training (Outlook, FalconShare, eSIS)</td>
<td><a href="https://technology.uwrf.edu/TDClient/Requests/ServiceCatalog">https://technology.uwrf.edu/TDClient/Requests/ServiceCatalog</a> or (715) 425-3687 (DOTS)</td>
</tr>
<tr>
<td>Train employee on any job or department specific equipment that he/she will use. Provide policies on appropriate use.</td>
<td></td>
</tr>
<tr>
<td>Train on use of any other department or job specific processes/items</td>
<td></td>
</tr>
<tr>
<td>Share your expectations for time or absence entry <strong>Deadline for entry, when you approve, how you communicate.</strong></td>
<td></td>
</tr>
<tr>
<td>Provide employee with an overview of the UWRF website, Falcon Daily, and other ways to get campus information, including emergency alert notifications (subscription info on <a href="http://www.uwrf.edu/emergency/">http://www.uwrf.edu/emergency/</a>)</td>
<td></td>
</tr>
</tbody>
</table>

**(Not applicable to Temporary)** - Discuss expectations/process for committee membership. Explain shared governance and how to get involved.

Upon receipt of signed Position Description from Human Resources, review Position Description with employee to ensure understanding of his/her job responsibilities.

Review basic safety information:
- Fire safety (location of fire alarm pulls, extinguishers, 2 exit routes, fire alarm response procedures)
- Severe weather (location of tornado and fire maps in building, location shelter areas, procedures for response to tornado alarm)
- AED (defibrillator) Location
- Safety/Emergency Contacts
  - Location of First Aid kit
  - Risk Management/Safety Officer – x 4018
  - University Police – x3133
**First Month of Employment**

Schedule employee for any required job-specific training (safety, supervisory)

Once direct phone number assigned, update PeopleSearch if necessary

[https://technology.uwrf.edu/TDClient/KB/ArticleDet?id=3074](https://technology.uwrf.edu/TDClient/KB/ArticleDet?id=3074)

Discuss performance expectations and discuss the performance review process – visit

[https://www.uwrf.edu/HumanResources/PerformanceManagement.cfm](https://www.uwrf.edu/HumanResources/PerformanceManagement.cfm) for specific information

*Temporary University Staff Short-term basis, no performance review anticipated*

Enroll for Benefits- Visit [https://www.wisconsin.edu/ohrwd/benefits/alex/](https://www.wisconsin.edu/ohrwd/benefits/alex/) for information on benefit options, and go to your MyUW Portal to complete your enrollments within 30 days of your hire date.

Grievance procedures; general documentation practices; review and sign office confidentiality statement, if applicable

Invite new employee to staff meetings.

Review Accounting Processes:

- Travel reimbursement [http://www.uwrf.edu/AccountingServices/Travel/Index.cfm](http://www.uwrf.edu/AccountingServices/Travel/Index.cfm)
- Purchasing/Purchase Orders [http://www.uwrf.edu/Purchasing/](http://www.uwrf.edu/Purchasing/)
- Invoice Payment [http://www.uwrf.edu/AccountingServices/GeneralInvoicePayment.cfm](http://www.uwrf.edu/AccountingServices/GeneralInvoicePayment.cfm)

Review meeting room reservations process, if needed

**Third Month**

Follow up with new employee on any employment questions or concerns he/she may have.

Schedule training or workshops that will support performance. Discuss how the employee can request funds for professional development.

University Staff Only: Complete three-month performance evaluation and submit it to HR by ________.

**Fifth Month**

Schedule a time to discuss how things are going with employee.

University Staff Only: Complete six-month performance evaluation and submit it to HR by ________.

**Other Topics for Review (Attach separate sheet if desired)**

University Staff Supervisors only: Performance evaluation at 6 months _________ and 12 months ________

**New Employee’s Responsibilities**

- Inform supervisor whenever problems or concerns are encountered.
- Participate in department or unit activities such as meetings.
- Read and understand the University’s policies and procedures and attend any required training.
- Schedule meetings with individuals who can assist with orientation.

**Orientation Acknowledgement:**

**Employee’s Signature/Date:**

**Supervisor’s Signature/Date:**

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Please return signed form to Human Resources, North Hall 216