

ITS New Employee Onboarding & Orientation

Employee Information																
Name: PID:	Start Date:															
Position:	Manager:															
ITS Human Resources																
X Provide employee with New Employee Packet. X Confirm Buddy* X Schedule ITS Orientation Date: ??? at 9:00 a.m., ITS Manning, Conference Room 4101																
Pre- Arrival																
<input type="checkbox"/> Manager's Responsibilities:	<input type="checkbox"/> Establish phone and phone number (submit RF-1 to ITS Business Office two weeks in advance) <input type="checkbox"/> Submit remedy ticket to Internal Support to set up computer; create 'Onyen'; obtain permissions for shared drives/folders/SharePoint site; VPN access; and DHCP device setup (smartphones, etc.). This must be done at least one week in advance. <input type="checkbox"/> Ensure office is clean <input type="checkbox"/> Inform employee prior to his/her start date about 'first day parking' <input type="checkbox"/> Confirm assignment of employee's buddy															
Buddy's Responsibilities																
Buddy's Name:	Informational resource Be a positive role model Tour guide Explain interactions with other ITS groups Explain other applicable issues															
First Day/Arrival: Introduction and Tours																
<input type="checkbox"/> Introduce employee to department staff (division) and key personnel. <input type="checkbox"/> Email division announcing employee's name, arrival date and duties. <input type="checkbox"/> Contact ITS Internal Support for equipment and account set up.																
<input type="checkbox"/> Tour of facility, including: Completion Date:	<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> ITS buildings</td> <td><input type="checkbox"/> Mail rooms</td> <td><input type="checkbox"/> Office supplies</td> </tr> <tr> <td><input type="checkbox"/> Parking lot(s)</td> <td><input type="checkbox"/> Bulletin board</td> <td><input type="checkbox"/> Break room</td> </tr> <tr> <td><input type="checkbox"/> One Card Office</td> <td><input type="checkbox"/> Copy centers</td> <td><input type="checkbox"/> Coffee/vending machines</td> </tr> <tr> <td><input type="checkbox"/> Emergency exits</td> <td><input type="checkbox"/> Fax machines</td> <td><input type="checkbox"/> Restrooms</td> </tr> <tr> <td><input type="checkbox"/> First aid kits</td> <td><input type="checkbox"/> Printers</td> <td></td> </tr> </table>	<input type="checkbox"/> ITS buildings	<input type="checkbox"/> Mail rooms	<input type="checkbox"/> Office supplies	<input type="checkbox"/> Parking lot(s)	<input type="checkbox"/> Bulletin board	<input type="checkbox"/> Break room	<input type="checkbox"/> One Card Office	<input type="checkbox"/> Copy centers	<input type="checkbox"/> Coffee/vending machines	<input type="checkbox"/> Emergency exits	<input type="checkbox"/> Fax machines	<input type="checkbox"/> Restrooms	<input type="checkbox"/> First aid kits	<input type="checkbox"/> Printers	
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First Week	Manager's Responsibilities	
<input type="checkbox"/> Complete Manager's Responsibilities: Completion Date:	<input type="checkbox"/> Review job duties <input type="checkbox"/> Review New Employee Packet <input type="checkbox"/> TIM review <input type="checkbox"/> Initial assignment	<input type="checkbox"/> Work schedule <input type="checkbox"/> Remind employee about ITS Orientation <input type="checkbox"/> Determine employee's email distribution lists
First Month	Manager's Responsibilities	Employee's Responsibilities
<input type="checkbox"/> Complete Manager's Responsibilities: Completion Date:	<input type="checkbox"/> Review, sign and submit work plan to ITS HR (SPA employees) <input type="checkbox"/> Progress of the employee to date <input type="checkbox"/> Address any issues <input type="checkbox"/> Remedy training <input type="checkbox"/> Off-campus use agreement	<input type="checkbox"/> Questions or issues <input type="checkbox"/> Enroll in Benefits <input type="checkbox"/> Workplace Safety training – see attached <input type="checkbox"/> HIPAA test (ITS HR will contact employee if testing is required) <input type="checkbox"/> FERPA Training (if applicable) – see attached <input type="checkbox"/> Remedy training – see attached <input type="checkbox"/> Online security awareness training – see attached <input type="checkbox"/> Attend ITS Orientation
Please submit the work plan (SPA employees only) and this signed form to ITS Human Resources no later than 30 days after the employee's start date.		
**Please review the '90 days' and 'after 90 days' with the new employee prior to submission.		
90 days	Manager's Responsibilities	
Review Date:	<input type="checkbox"/> Review, sign and submit Employee Competency Assessment to ITS HR (SPA employees) <input type="checkbox"/> Provide feedback about progress <input type="checkbox"/> Address any issues <input type="checkbox"/> Regular meetings with employees	
After 90 days	Manager's Responsibilities	
Review Date:	<input type="checkbox"/> Regular meetings with employee <input type="checkbox"/> Address any issues <input type="checkbox"/> Complete an annual review (SPA and EPA employees)	

Employee's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

*Buddy Criteria: Buddies must be high performing, positive individuals, within the same division and with similar skill sets.

****Managers: Please make a copy for your files, a copy for the employee's files, and send the original to ITS HR. ****

- **Workplace Safety Training:** http://ehs.unc.edu/training/neo_office.shtml
Choose [Yes, this best describes my work environment.](#)

Click on [About EHS](#) to begin

Complete Post-Test

- **FERPA Training:** <http://registrar.unc.edu/training/ferpa/>
- **Remedy Training** – Manager should submit a Remedy ticket with some suggested dates/times for this training.
- **Online Security Awareness Training:** <https://itsapps.unc.edu/ITSSelfStudy/>