

## ITS New Temporary/Contractor Onboarding & Orientation

Employee Information	
<b>Name:</b> <b>PID:</b>	<b>Start Date:</b>
<b>Position:</b>	<b>Manager:</b>
ITS Human Resources	
X Provide employee with New Employee Packet and Conditions of Employment. X Confirm Buddy* X Schedule ITS Orientation Date: ??? at 9:00 a.m., ITS Manning, Conference Room 4101	
Pre- Arrival	
<input type="checkbox"/> <b>Manager's Responsibilities:</b>	<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.). <b>This must be done at least one week in advance.</b> <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	
<b>Buddy's Name:</b>	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:	<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

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 (temporary employees only) <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"/> 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"/> 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
Beyond 30 Days	Manager's Responsibilities	
Review Date:	<input type="checkbox"/> Provide feedback about progress <input type="checkbox"/> Address any issues <input type="checkbox"/> Regular meetings with 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](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/>