# ITS New Temporary/Contractor Onboarding & Orientation

|  |
| --- |
| **Employee Information** |
| **Name:** **PID:**  | **Start Date:**  |
| **Position:**  | **Manager:**  |
| **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** |
| * **Manager’s Responsibilities:**

       | * Establish phone and phone number (submit RF-1 to ITS Business Office two weeks in advance)
* 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.**
* Ensure office is clean
* Inform employee prior to his/her start date about ‘first day parking’
* 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** |
| * Introduce employee to department staff (division) and key personnel.
* Contact ITS Internal Support for equipment and account set up.
 | * Email division announcing employee’s name, arrival date and duties.
 |
| * Tour of facility, including:

 Completion Date:       | * ITS buildings
* Parking lot(s)
* One Card Office
* Emergency exits
* First aid kits
 | * Mail rooms
* Bulletin board
* Copy centers
* Fax machines
* Printers
 | * Office supplies
* Break room
* Coffee/vending machines
* Restrooms
 |

|  |  |
| --- | --- |
| **First Week** | **Manager’s Responsibilities** |
| * Complete Manager’s Responsibilities:

 Completion Date:       | * Review job duties
* Review New Employee Packet
* TIM review (temporary employees only)
* Initial assignment
 | * Work schedule
* Remind employee about ITS Orientation
* Determine employee’s email distribution lists
 |
| **First Month** | **Manager’s Responsibilities** | **Employee’s Responsibilities** |
| * Complete Manager’s Responsibilities:

 Completion Date:       | * Progress of the employee to date
* Address any issues
* Remedy training
* Off-campus use agreement
 | * Questions or issues
* Workplace Safety training – see attached
* HIPAA test (ITS HR will contact employee if testing is required)
* FERPA Training (if applicable) – see attached
* Remedy training – see attached
* Online security awareness training – see attached
* Attend ITS Orientation
 |
| **Beyond 30 Days** | **Manager’s Responsibilities** |
| Review Date:       | * Provide feedback about progress
* Address any issues
* 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>

Choose [Yes, this best describes my work environment](http://ehs.unc.edu/training/office/).

Click on [About EHS](http://ehs.unc.edu/training/office/container.php?page=2) 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/>