# ITS New Employee Onboarding & Orientation

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| **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** | | | | | | |
| * **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 |

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| **First Week** | **Manager’s Responsibilities** | | |
| * Complete Manager’s Responsibilities:   Completion Date: | * Review job duties * Review New Employee Packet * TIM review * 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: | * Review, sign and submit work plan to ITS HR (SPA employees) * Progress of the employee to date * Address any issues * Remedy training * Off-campus use agreement | * Questions or issues * Enroll in Benefits * 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 | |
| **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: | * Review, sign and submit Employee Competency Assessment to ITS HR (SPA employees) * Provide feedback about progress * Address any issues * Regular meetings with employees | | |
| **After 90 days** | **Manager’s Responsibilities** | | |
| Review Date: | * Regular meetings with employee * Address any issues * 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](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/>