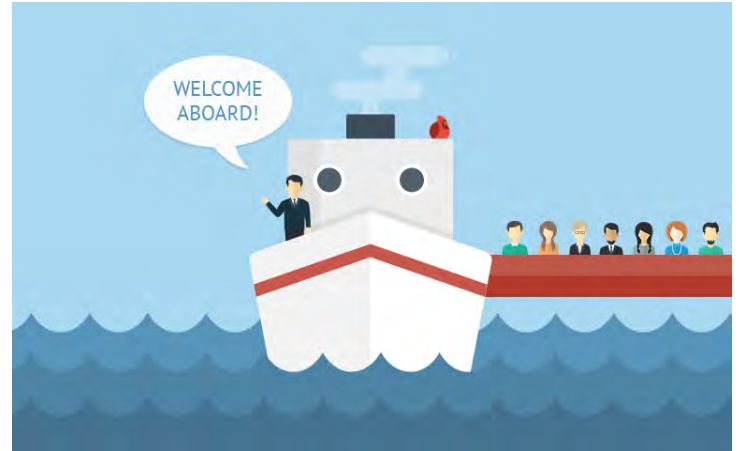


## Welcome Employees

- Creating a welcoming and positive office culture is important to UNC's mission, and increases employee engagement and productivity.
- Tell your team about the new employee before the start date.
- Introduce new employees to the team, perhaps with a team lunch or coffee.
- Tour the office and introduce new employees to coworkers.
- Draft a new employee welcome card/letter to accompany welcome packet.
- Provide new employees with information on the bus schedule and campus events.

## Provide Relevant Information

- Review the SCE welcome packet: how to use the phone and parking permits.
- Alert the new employee to required trainings:
  - Title IX
  - EHS Employee Orientation
  - ITS Security Awareness.
- Review entering time in TIM and ConnectCarolina Self Service.
  - Have new employee review and agree to Terms of Use Policy under Self Service in ConnectCarolina
- Ensure tax forms are completed in ConnectCarolina.
- Assist employee in registering for any required training.
- Schedule meetings with customers and coworkers for the new employee to attend.
- Develop a list of procedures and resources.
- Schedule a campus tour of relevant locations and offices.
- Schedule time for temporary employees to pick up their One Cards.



## Schedule of Upcoming Events or Meetings for New Employee


## Set Clear Expectations

- Identify tasks and milestones for the new employee to strive for and meet. Clear direction helps a new employee contribute quickly.
- Schedule the first 1-2 weeks to help the new employee to get acclimated to work flow and tasks.
- Establish clear procedures for office work, behavior and schedules.
- Develop a training plan with the employee to gain access to required software.
- Check in with the employee to understand how the transition is going.
- Identify any relevant UNC benefit programs.
- Within 30 days complete a performance plan with employee and schedule an off-cycle review and competency assessment at the 90 day mark.

## Checklist Examples

- UNC's Recommended Milestones for New Employees: <http://new.unc.edu/milestones/>.
- Sample detailed onboarding schedule for new employees. A full version can be found at SCE website > Services > Employee Recruitment and Onboarding > Employee Onboarding > [Sample Onboarding Schedule](#).

### CISD Onboarding Schedule

#### Monday, October 9

- ☐ 8:00 am — 1:00 pm: UNC Orientation
  - [Directions, agenda and what to bring](#)
- ☐ 1:30 pm: Report to Justin Case at 400 Roberson Street
  - Tour of building and introductions
  - Get supplies
  - Submit parking permit request
  - Settle in to desk
- ☐ 2:30 pm — 4:00 pm: CISD team meeting

#### Tuesday, October 10

- ☐ 8:00 am: Computer orientation with James Glenos
  - Login
  - Orientation to email and Office 365
    - Request parking permits for Wed am via Outlook
    - Set up to view calendars for all of Justin's team
  - Install Adobe Creative Cloud products—Acrobat Pro and Photoshop. Enterprise IDs are:
    - [amhoppe@unc.edu](mailto:amhoppe@unc.edu)
    - [kylemu@unc.edu](mailto:kylemu@unc.edu)
- ☐ 11:00 am: Go with Amanda Drury to the Student Stores to get ID Card
  - Take ID, plus credit card if you want a Plus card
- ☐ 1:00 pm: Meet with Cortney Alston
  - Introduction to TIM—see finance site for training materials

#### Tips from

<http://new.unc.edu/milestones/>

#### Your First Week

- [Review Employee Policies](#)
- Complete Orientation Feedback Survey
- Learn your [PID & Onyen](#)
- Pick up your [OneCard](#)
- Set up [your parking](#), learn [your bus route](#), or review [CAP options](#)
- Prepare questions for your supervisor (attire, hours, timekeeping, expectations, etc.)
- Download or bookmark a [campus map](#)
- Complete required training such as [Title IX Awareness](#) and/or [EHS training](#)
- Attain appropriate systems access

#### Your First Month

- Complete [UNC directory](#) information
- Enroll in [benefits](#)
- Request ongoing feedback from your supervisor
- Discuss performance and professional development goals
- Learn about [Organization & Professional](#)

