



NEW EMPLOYEE ORIENTATION GUIDE FOR SUPERVISORS

UNC

UNIVERSITY OF
NORTHERN
COLORADO

INTRODUCTION

Dear Supervisors:

New employee orientation is your chance to help new hires understand what is expected of them in your department and at UNC. It's also a way to make a new employee feel welcome and get the employee-employer relationship off to a good start. Traditionally, the purpose of new hire orientation was for Human Resources to collect all of the required paperwork and cover mandatory training topics. While this is important, the real purpose of an orientation is to welcome the employee, provide information needed to start his/her new position on good footing, and create a positive first impression that will foster pride in UNC and in the employee's daily work for years to come.

Human Resources appreciates your assistance with this process to help our employees succeed. We also appreciate feedback and are available to answer questions. Our website, <http://www.unco.edu/human-resources/> houses a wealth of information for supervisors and employees, along with a HRS Forms section. You can also reach Human Resource Services by phone at 351-2718.

We appreciate your time and commitment to making the University of Northern Colorado an outstanding learning institution and an employer of choice.

Sincerely,

A handwritten signature in cursive script that reads "Julie Tacker".

Julie Tacker PHR

Assistant Director of Human Resources

ORIENTATION PROCESS FOR NEW, REGULAR EMPLOYEES - FULL- OR PART-TIME

The term “regular” employee refers to applicants hired for full- or part-time positions paid through the university payroll system. Regular employees include those hired into the state classified system, faculty with their own position number (starting with F, not FP) and administrative-exempt staff.

Pre-employment:

For faculty and administrative staff positions, an offer letter, Personal Digital Identity (PDID) form, Personal Data form and Background Check release form should be given to employee by the hiring department to be returned as soon as possible. Forward the background check form to HRS immediately upon return. For state classified positions, an offer letter or phone offer should be made by the hiring department. The new hire should then come to HRS to complete the Background Check release form, ErgoMed assessment release (if applicable) and Personal Digital Identity (PDID) form. Please note that employment is contingent upon satisfactory background and applicable ergonomic checks. **Do not** start the employee prior to HRS confirmation of hire.

Once the applicant is cleared to start, the supervisor should send an individualized welcome letter stating when, where, and how to report to work. HRS suggests that the department include a parking map to assist the employee the first day with parking. For faculty and administrative staff positions, the department business manager will submit the signed PDID form, Payroll Data form and Personal Data form to HRS at the same time. The supervisor should complete the appropriate *Prior to First Day* section of the *Department Orientation Checklist – Regular Employee* provided by HRS, prepare the work area, and request needed computer access, Banner access, telephone numbers, business cards, bear number, etc.

First Day through First Week

Supervisors should continue working through the *Department Orientation Checklist*. Date the items as you complete them. HRS suggests that the supervisor take the new employee to lunch at one of the dining halls on the first day or arrange that another employee do so. Where possible, select a peer in the department to assist the employee as a support person.

Second Week

Supervisors should review the first week with employee and answer questions or concerns; ensure that the employee has met with appropriate benefit coordinator if applicable; and follow up on on-line training. Complete the *Department Orientation Checklist* and send the signed copy to HRS to be included in the employee’s personnel file. Continue to incorporate any specific department training.

First Month

Review and discuss goals/plan for review period with classified and administrative-exempt employees. Send a copy of the signed and dated front page of the evaluation form to HRS.

Mid-Year

If employee is in the state classified personnel system:

Complete a mid-year evaluation and send copy of cover sheet to HRS by December 15th.

If employee is an administrative –exempt employee:

Although it is not required, administrative-exempt employees should also receive a mid-year review to provide feedback.

Within First Year and thereafter

If employee is in state classified personnel system:

Complete annual evaluation and send original evaluation to HRS by March 31st.

Review PDQ and plan goals for next review period and submit copy of cover page to HRS by April 30th.

If employee is an administrative–exempt employee:

Must complete annual evaluation and send original to HRS by June 30th.

Review PDQ and plan goals for next review period and submit copy of cover page to HRS by July 31st.

Feedback:

Employees should receive feedback regarding their performance and project results throughout the year, not just at the evaluation periods.

Succession Planning:

Work to cross train and prepare employees for the next step in the department or organization.

Terminations:

Despite having a well thought-out recruiting, hiring, and orientation process, the reality is situations can arise that require an employee to leave employment. In the event that a regular employee leaves employment, you as the supervisor should be aware of the steps required to successfully off board the employee.

Upon notice of the separation of a regular employee, submit a Termination /Retirement form to HRS and have the employee contact HRS to set up an exit interview. During that interview, HRS will discuss continuing insurance options, technology termination, accounting checkout, and key retrieval. Also make sure to inform the business manager so he/she can submit a Payroll Data form to HRS with the official end date to terminate the job.

If the employee leaves suddenly or does not contact HRS to schedule an exit interview, contact Information Technology directly to ensure the employee account access is terminated upon the employee leaving. Retrieve keys, UNC identification card, and any purchasing or travel visa cards.

ORIENTATION PROCESS FOR ADJUNCT FACULTY/LECTURERS

Adjunct faculty and lecturers who work less than .5 FTE do not receive benefits. However, it is important that they are acquainted with the university's guidelines and expectations of them.

Pre-employment:

As with regular employees, adjunct faculty and lecturers' employment is contingent upon a satisfactory background check. **Do not** start the employee prior to HRS confirmation of hire. An offer letter, Personal Data form and Background Check release form should be mailed or given to employee upon contingent hire by the department to be returned as soon as possible. The department should forward the Background Check form to HRS immediately upon return. Once the applicant is cleared to start, the supervisor should send the employee a welcome letter and inform him/her of when, where, and how to report to work. The department must submit the signed PDID form, PD form, and Payroll Data form to HRS at the same time. The supervisor should complete *Prior to First Day* section of *Department Orientation Checklist – Adjunct Faculty/Lecturer* provided by HRS, prepare the work area, and request needed computer access, telephone numbers, business cards, bear number, etc.

First Day – First Week

Supervisors should continue working through the *Department Orientation Checklist – Adjunct Faculty/Lecturer*. Date the items as you complete them. If possible, select a person in the department to acclimate the employee. Often times, these instructors do not get much supervision from the department because of the class schedules or on-line course delivery. However, they are still in contact with our students and need to convey the same professionalism and standards required of other faculty representing UNC. When possible, these employees should attend the HRS orientation. Adjuncts and lecturers must understand their role and should view the *Becoming a Bear* booklet on-line to ensure they know relevant policies that may pertain to them. Supervisors must ensure that these steps are completed.

Second Week

Supervisors should review the first week with employee, answering questions or concerns; follow up on on-line training; and complete the *Department Orientation Checklist – Adjunct Faculty/Lecturer* and send a signed copy to HRS to be added to the employee's hiring packet.

Within First Year and thereafter

Feedback:

Employees should receive feedback regarding their performance and project results throughout the year, not just at the evaluation periods. It is suggested that supervisors meet with part-time adjuncts/lecturers during the assignment to ensure the work is satisfactory.

Terminating employees:

If an adjunct/lecturer employee leaves the position prior to the arranged termination date, the department must contact HRS and Payroll via a Payroll data Form so we can adjust the termination date in the Banner system. For security reasons, make sure to contact Information Technology to terminate the employees computer access to your department anytime an employee leaves and retrieve keys and/or UNC Identification Card.

ORIENTATION PROCESS FOR TEMPORARY OR STUDENT EMPLOYEES - FULL OR PART-TIME

Students may be hired for many non-regular positions on campus. Student employees are allowed to work up to 40 hours per week for all jobs worked during a semester; however, it is highly recommended that they only work between 12-15 hours while classes are in session. Additionally, international students may only work up to 20 hours per week. Student status is defined as being registered in at least 1 course. You may continue to hire a student as a student employee during the summer months as long as the student was registered during the spring and the student will be enrolled during the following fall semester. If the student graduates or will be taking a leave from school for more than a semester, you must change the status to a temporary employee.

Temporary employees may be hired for full- or part-time temporary assignments on an hourly (university aide) or salary (technical professional) basis. Per state rules, temporary employees may only work a total of six months during a twelve-month period. They then must refrain from university work for six months. If you wish to hire a temporary employee, contact HRS to ensure the candidate has the time available to work your assignment.

Pre-employment

As with regular employees, temporary employees must pass a satisfactory background check, unless they are hired for less than one month or have completed one within the last six months. Student employees generally do not complete background checks unless working for certain positions, such as athletics. Some temporary jobs do require an ergonomic assessment, however. Supervisors can contact the classified employment specialist in HRS to see if their position requires the ergonomic exam. Make sure to forward the university aide or technical professional hiring packet to HRS. **Do not** start the temporary employee prior to HRS confirmation of hire. Once the applicant is cleared to start, the supervisor should contact the employee and inform him/her of when, where, and how to report to work. The supervisor should complete *Prior to First Day* section of *Department Orientation Checklist – Temporary/Student* provided by HRS, prepare the work area, and request needed computer access, telephone numbers, bear number, etc.

Student hourly and salary positions are hired through the Electronic Personnel Action Form (EPAF) process. Employers are charged with completing the I-9 and photo copying the documentation presented prior to completing the EPAF. I-9 and Colorado Verification forms must be sent to HRS immediately upon completion so we can enter them into the Federal E-Verify system. Do not forget to have the supervisor and employee complete the PDID form so the employee can access his/her payroll information. Even if the student or temporary employee does not need to use the Banner system, he/she must have access to the pay advice information located in URSA.

Work-study students are hired through the Financial Aid department. Departments must complete appropriate paperwork to have the student set up in the system. Contact Financial Aid for further information.

International students are hired through the HRS office. As with work-study students, departments must complete appropriate paperwork to establish the student in the system.

First Day – First Week

Supervisors should continue working through the *Department Orientation Checklist – Temporary/Student* with Temporary employees. Date the items as you complete them. Where possible, select a peer in the department to assist the employee. Student employees should complete the on-line training and can view the *Becoming a Bear* booklet on-line to ensure they know relevant policies that may pertain to them.

Second Week

Supervisors should review the first week with the employee, answering questions or concerns; follow up on on-line training; and for temporary employees, complete the *Department Orientation Checklist* and send a signed copy to HRS to be added to the employee's hiring packet. Continue to incorporate any specific department training. For students, the checklist should be kept at the department level.

Within First Year and thereafter

For Student employees:

If a student leaves the position, the department must terminate the job by submitting an EPAF change. Additionally, pay increases and FOAP changes can be made using EPAF. For security reasons, make sure to contact Information Technology to terminate the employee's computer access to your department when he/she leaves his/her position.

For Temporary employees:

If a temporary employee leaves the position prior to the arranged termination date, the department must contact HRS so we can adjust the information in the Banner system. For security reasons, make sure to contact Information Technology to terminate the employee's computer access to your department. Remember, temporary employees can only work for up to six months. If you plan to have an assignment become a regular, budgeted position, the supervisor must start that process prior to the termination date as the assignment will not be extended.

Feedback:

Employees should receive feedback regarding their performance and project results throughout the year. It is suggested that supervisors meet with student and temporary employees during the assignment to ensure the work is satisfactory. Particularly with students, this may be a first job. Your input and guidance may assist them in succeeding in future work assignments and career opportunities. If possible, work to cross train and prepare student employees for the next step in the department or organization.

ORIENTATION PROCESS FOR VOLUNTEERS

Volunteers are not employees of the university and do not receive any payment for their efforts nor receive any benefits. However, to assist the university, they may require computer access.

Pre-employment

Volunteers generally are not required to complete a background check form unless working with the athletics department or sensitive areas. If a background check is required, **do not** start the volunteer prior to HRS confirmation of hire. Once the volunteer is cleared to start, the supervisor should contact the volunteer and inform him/her of when, where, and how to report to UNC. The supervisor should complete *Prior to First Day* section of *Department Orientation Checklist – Volunteer* provided by HRS, prepare the work area, and request needed computer access codes, telephone numbers, bear number, etc.

First Day – First Week

Supervisors should continue working through the *Department Orientation Checklist – Volunteer*. Date the items as you complete them. If possible, select a peer to help acclimate the volunteer to the department. Often times, volunteers do not get much direction from the department because of the volunteer status. However, they are still in contact with our students and need to convey the same professionalism and standards required of other staff representing UNC. It is important that they understand this and should also complete the on-line training and view the *Becoming a Bear* booklet on-line to ensure they know relevant policies that may pertain to them. Supervisors must ensure that these steps are completed.

Second Week

Supervisors should review the first week with volunteer, answering questions or concerns; follow up on on-line training; and complete the *Department Orientation Checklist* and keep the signed original in the department. Continue to incorporate any specific department training.

Within First Year and thereafter

If a volunteer leaves the position, contact HRS so we can terminate the volunteer status in the Banner system. For security reasons, make sure to contact Information Technology to terminate the volunteer's computer access to your department.

DEPARTMENT ORIENTATION CHECKLIST - REGULAR FULL-AND PART-TIME EMPLOYEES - NON-FACULTY

Employee Name _____ Position _____

Dept. _____ Date of Hire _____

Supervisors: Date the items as they are completed. Send completed form to Human Resource Services, Campus Box 54 at the end of the second week of hire. Retain a copy for your reference.

ITEMS TO COMPLETE PRIOR TO FIRST DAY OF EMPLOYMENT

- | | |
|---|---|
| _____ Send welcome letter and one-day parking permit | _____ Ensure Payroll Data, and Personal Data forms are faxed to HRS |
| _____ Set up computer and phone system with IT | _____ Contact HRS for Bear number if needed |
| _____ Order business cards, name badge, and name plate | _____ Plan work assignment for 1 st week |
| (If applicable) find out what name employee wishes to have. | _____ Review orientation plan |
| _____ Contact HRS to schedule Orientation date | _____ Complete Banner access request forms |

FIRST DAY - PLACES TO ESCORT EMPLOYEE

- | | |
|--|--|
| _____ New employee orientation 9A-11:45A - HRS - Carter 2002 | _____ Obtain employee photo ID – Card Services - UC |
| _____ Dining hall – lunch first day | _____ Obtain key access – if applicable – Parsons Hall |

ITEMS TO BE DISCUSSED BY SUPERVISOR DURING FIRST TWO WEEKS OF WORK

Attendance

- _____ Who to contact if tardy or absent
- _____ Work hours / work hour changes
- _____ Flexibility of starting/ending time
- _____ How to request time off; leave request forms
- _____ Overtime and/or comp time procedures (if applicable)
- _____ How to report hours worked (if applicable)

Equipment and Property Use

- _____ Computer; specific software used
- _____ Department website address; department emails
- _____ Telephone number; voice mail access; office extensions
- _____ Copier; fax; printer use

Safety and Security

- _____ Evacuation plans; Where to meet up if evacuated
- _____ Hazardous materials/MSDS sheets (if applicable)
- _____ Department safety and security
- _____ First aid kits; materials
- _____ Location of fire extinguishers
- _____ Tornado safety locations

Professionalism

- _____ Appropriate dress
- _____ Personal phone calls and visitors
- _____ Customer service roles and standards
- _____ Work professionalism and courtesy
- _____ Confidentiality
- _____ Office etiquette and answering phones
- _____ Integrity and internal control policies
- _____ Appearance of work area standards

Personal Concerns/Items

- _____ Contact information; emergency contact information
- _____ Break and lunch periods; available dining facilities
- _____ Restroom locations
- _____ Personal item storage

Accounting (if applicable)

- _____ Update department signature manual and authorizations
- _____ Request P-Card and or travel visa
- _____ Review department funding and budget process
- _____ Travel & mileage procedures; auto fleet

Job Expectations

- ____ Employee responsibilities
- ____ Supervisor expectations
- ____ Review PDQ and organizational chart (as applicable)
- ____ Performance evaluations and standards
- ____ Job training on day-to-day activities
- ____ Team work expectations
- ____ If supervisor/manager, review *Manager's Guide*

Facility and co-workers

- ____ Meet co-workers
- ____ Parking location
- ____ Building coordinator
- ____ Mail drop
- ____ Key access; building hours; after-hours building access
- ____ Facility tour
- ____ Supply area; how to request/purchase items

Other

Department Functions

- ____ Department policies; procedures
- ____ Forms; documents; reports used and their locations
- ____ Supervisors management style
- ____ Key contacts and referral numbers
- ____ How the department fits into UNC - purpose/mission
- ____ Department standards; goals; objectives
- ____ Meetings and meeting attendance requirements
- ____ Job responsibilities of other unit members
- ____ Work flow charts; department manuals

Training

- ____ Professional development; CETL

- ____ Remind employee about completing mandatory online courses: General Safety, Emergency Preparedness, Sexual Harassment

I have received orientation and training on the dates listed above.

Employee signature and date

Supervisor signature and date

Employee phone number and email address

FOR HRS USE:

Orientation form was received in HRS on _____

Employee completed the follow on-line training on the following date(s) _____

General Safety _____ Sexual Harassment _____ Emergency Preparedness _____

Employee Relations Coordinator signature and date

DEPARTMENT ORIENTATION CHECKLIST - REGULAR FULL-AND PART-TIME FACULTY

Employee Name _____ Position _____

Dept. _____ Date of Hire _____

Supervisors: Date the items as they are completed. Send completed form to Human Resource Services, Campus Box 54 at the end of the second week of hire. Retain a copy for your reference.

ITEMS TO COMPLETE PRIOR TO FIRST DAY OF EMPLOYMENT

- | | |
|---|--|
| <input type="checkbox"/> Send welcome letter and one-day parking pass | <input type="checkbox"/> Ensure Payroll Data form and Personal Data are faxed to HRS |
| <input type="checkbox"/> Set up computer and phone system with IT | <input type="checkbox"/> Contact HRS for Bear number if needed |
| <input type="checkbox"/> Order business cards, name badge, and name plate (If applicable) find out what name employee wishes to have. | <input type="checkbox"/> Review orientation plan |
| <input type="checkbox"/> Contact HRS to schedule Orientation date | <input type="checkbox"/> Complete Banner access/Blackboard request forms |

First Day – Places to escort employee

- | | |
|---|---|
| <input type="checkbox"/> New employee orientation 9A-11:45A - HRS - Carter 2002 | <input type="checkbox"/> Obtain employee photo ID – Card Services - UC |
| <input type="checkbox"/> Dining hall – Lunch first day | <input type="checkbox"/> Obtain key access – if applicable – Parsons Hall |

Items to be discussed by supervisor during first two weeks of work

Attendance

- ☐ Who to contact if tardy or absent
- ☐ Work hours / work hour changes
- ☐ How to request time off (if applicable)

Equipment and Property Use

- ☐ Computer; specific software used
- ☐ Department website address; department emails
- ☐ Telephone number; voice mail access; office extensions
- ☐ Copier; fax; printer use

Safety and Security

- ☐ Evacuation plans; Where to meet up if evacuated
- ☐ Hazardous materials/MSDS sheets (if applicable)
- ☐ Department safety and security
- ☐ First aid kits; materials
- ☐ Location of fire extinguishers
- ☐ Tornado safety locations

Job Expectations

- ☐ Employee responsibilities
- ☐ Supervisor expectations
- ☐ Office hours
- ☐ Performance evaluations and standards

Professionalism

- ☐ Appropriate dress
- ☐ Personal phone calls and visitors
- ☐ Integrity and internal control policies
- ☐ Appearance of work area standards
- ☐ Confidentiality
- ☐ Student/faculty interactions

Personal Concerns/Items

- ☐ Contact information; emergency contact information
- ☐ Available dining facilities
- ☐ Restroom locations
- ☐ Personal item storage

Accounting (if applicable)

- ☐ Travel & mileage procedures; auto fleet
- ☐ Request P-Card and or travel visa
- ☐ Review department funding and budget process

Department Functions

- ☐ Department policies; procedures
- ☐ Forms; documents; reports used and their locations
- ☐ Supervisors management style
- ☐ Key contacts and referral numbers

Facility and co-workers

- _____ Meet co-workers
- _____ Parking location
- _____ Facility tour
- _____ Mail drop
- _____ Key access; building hours; after-hours building access
- _____ Supply area; how to request/purchase items

- _____ How the department fits into UNC - purpose/mission
- _____ Department standards; goals; objectives
- _____ Meetings and meeting attendance requirements
- _____ Job responsibilities of other unit members
- _____ Department manuals

Other

Training

- _____ Remind employee about completing mandatory online courses: General Safety, Emergency Preparedness, Sexual Harassment
- _____ Professional development; CETL

I have received orientation and training on the dates listed above.

Employee signature and date

Supervisor signature and date

Employee phone number and email address

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FOR HRS USE:

Orientation form was received in HRS on _____

Employee completed the follow on-line training on the following date(s) _____

General Safety _____ Sexual Harassment _____ Emergency Preparedness _____

Employee Relations Coordinator signature and date

DEPARTMENT ORIENTATION CHECKLIST - ADJUNCT FACULTY/LECTURERS

Employee Name _____ Position _____

Dept. _____ Date of Hire _____

Supervisors: Date the items as they are completed. Send completed form to Human Resource Services, Campus Box 54 at the end of the second week of hire. Retain a copy for your reference.

Items to complete prior to first day of employment

- | | |
|---|--|
| <input type="checkbox"/> Send welcome letter and one-day parking pass | <input type="checkbox"/> Contact HRS for Bear number |
| <input type="checkbox"/> Set up computer and phone system with IT | <input type="checkbox"/> Ensure Payroll Data and PD forms are faxed to HRS |
| <input type="checkbox"/> Complete Banner Access/Blackboard request | <input type="checkbox"/> Schedule orientation if able to attend |
| <input type="checkbox"/> Obtain key access – if applicable | <input type="checkbox"/> Provide information on parking permit – if applicable |

Items to be discussed by supervisor during first two weeks of work

Attendance

- ☐ Who to contact if tardy or absent
- ☐ Work hours / work hour changes

Equipment and Property Use

- ☐ Computer; specific software used
- ☐ Department website address; department emails
- ☐ Telephone number; voice mail access; office extensions
- ☐ Copier; fax; printer use

Safety and Security

- ☐ Evacuation plans; Where to meet up if evacuated
- ☐ Hazardous materials/MSDS sheets (if applicable)
- ☐ Department safety and security
- ☐ First aid kits; materials
- ☐ Location of fire extinguishers
- ☐ Tornado safety locations

Job Expectations

- ☐ Employee responsibilities
- ☐ Supervisor expectations
- ☐ Office hours
- ☐ Performance evaluations and standards

Facility and co-workers

- ☐ Meet co-workers
- ☐ Supply area; how to request/purchase items
- ☐ Keys; building hours; after-hours building access
- ☐ Parking location
- ☐ Facility tour
- ☐ Mail drop

Other

Professionalism

- ☐ Appropriate dress
- ☐ Personal phone calls and visitors
- ☐ Integrity and internal control policies
- ☐ Appearance of work area standards
- ☐ Confidentiality
- ☐ Student/faculty interactions

Personal Concerns/Items

- ☐ Contact information; emergency contact information
- ☐ Available dining facilities
- ☐ Restroom locations
- ☐ Personal item storage

Accounting (if applicable)

- ☐ Travel & mileage procedures; auto fleet
- ☐ Request P-Card and or travel visa
- ☐ Review department funding and budget process

Department Functions

- ☐ Department policies; procedures
- ☐ Forms; documents; reports used and their locations
- ☐ Supervisors management style
- ☐ Key contacts and referral numbers
- ☐ How the department fits into UNC - purpose/mission
- ☐ Department standards; goals; objectives
- ☐ Meetings and meeting attendance requirements
- ☐ Job responsibilities of other unit members
- ☐ Department manuals

Training

- ☐ Professional development; CETL
- ☐ Remind employee about mandatory online courses

I have received orientation and training on the dates listed above.

Employee signature and date

Supervisor signature and date

Employee phone number and email address

FOR HRS USE:

Orientation form was received in HRS on _____

Employee completed the follow on-line training on the following date(s) _____

General Safety _____ Sexual Harassment _____ Emergency Preparedness _____

Employee Relations Coordinator signature and date

DEPARTMENT ORIENTATION CHECKLIST - TEMPORARY AND STUDENT EMPLOYEES

Employee Name _____ Position _____

Dept. _____ Date of Hire _____

Supervisors: Date the items as they are completed. For temporary employees, send completed form to Human Resource Services, Campus Box 54 at the end of the second week of hire. For Students, retain original for your reference.

Items to complete prior to first day of employment

- | | |
|--|---|
| <input type="checkbox"/> Plan work assignment for 1 st week | <input type="checkbox"/> Schedule orientation if temp employee over 1 month |
| <input type="checkbox"/> Set up computer and phone system with IT | <input type="checkbox"/> Ensure hiring forms are sent to HRS |
| <input type="checkbox"/> Review orientation plan | <input type="checkbox"/> Complete Banner access request forms |

Items to be discussed by supervisor during first two weeks of work

Attendance

- ☐ Who to contact if tardy or absent
- ☐ Work hours / work hour changes
- ☐ Flexibility of starting/ending time
- ☐ How to request time off; leave request forms
- ☐ Overtime and/or comp time procedures (if applicable)
- ☐ How to report hours worked (if applicable)
- ☐ Inclement weather/ campus closures

Equipment and Property Use

- ☐ Computer; specific software used
- ☐ Department website address; department emails
- ☐ Telephone number; voice mail access; office extensions
- ☐ Copier; fax; printer use

Safety and Security

- ☐ Evacuation plans; Where to meet up if evacuated
- ☐ Hazardous materials/MSDS sheets (if applicable)
- ☐ Department safety and security
- ☐ First aid kits; materials
- ☐ Location of fire extinguishers
- ☐ Tornado safety locations

Job Expectations

- ☐ Employee responsibilities
- ☐ Supervisor expectations
- ☐ Team work expectations
- ☐ Job training on day-to-day activities

Facility and co-workers

- ☐ Meet co-workers
- ☐ Building hours; after-hours building access
- ☐ Parking location
- ☐ Mail drop
- ☐ Supply area; how to request/purchase items

Other

Professionalism

- ☐ Appropriate dress
- ☐ Personal phone calls and visitors
- ☐ Customer service roles and standards
- ☐ Work professionalism and courtesy
- ☐ Confidentiality
- ☐ Office etiquette and answering phones
- ☐ Integrity and internal control policies
- ☐ Appearance of work area standards

Personal Concerns/Items

- ☐ Contact information; emergency contact information
- ☐ Break and lunch periods; available dining facilities
- ☐ Restroom locations
- ☐ Personal item storage

Accounting (if applicable)

- ☐ Update department signature manual and authorizations
- ☐ Request P-Card and or travel visa
- ☐ Review department funding and budget process
- ☐ Travel & mileage procedures; auto fleet

Department Functions

- ☐ Department policies; procedures
- ☐ Forms; documents; reports used and their locations
- ☐ Supervisors management style
- ☐ Key contacts and referral numbers
- ☐ How the department fits into UNC - purpose/mission
- ☐ Department standards; goals; objectives
- ☐ Meetings and meeting attendance requirements
- ☐ Job responsibilities of other unit members

Training

- ☐ Review further department training needed
- ☐ Professional development
- ☐ Remind employee about completing mandatory online courses: General Safety, Emergency Preparedness, Sexual Harassment

I have received orientation and training on the dates listed above.

Employee signature and date

Supervisor signature and date

Employee phone number and email

.....

DEPARTMENT ORIENTATION CHECKLIST - VOLUNTEERS

Employee Name _____ Position _____

Dept. _____ Date of Hire _____

Supervisors: Date the items as they are completed. Retain original for your reference.

Items to complete prior to first day of employment

- | | |
|---|--|
| _____ Plan work assignment for 1 st week | _____ Contact HRS for Bear number |
| _____ Set up computer and phone system with IT | _____ Complete Banner access request – if applicable |
| _____ Review orientation plan | _____ Complete PDID form |

Items to be discussed by supervisor during first two weeks of work

Attendance

- _____ Who to contact if tardy or absent
- _____ How to request time off
- _____ Inclement weather/ campus closures

Equipment and Property Use

- _____ Computer; specific software used
- _____ Department website address; department emails
- _____ Telephone number; voice mail access; office extensions
- _____ Copier; fax; printer use

Safety and Security

- _____ Evacuation plans; Where to meet up if evacuated
- _____ Department safety and security
- _____ First aid kits; materials
- _____ Location of fire extinguishers
- _____ Tornado safety locations

Job Expectations

- _____ Employee responsibilities
- _____ Supervisor expectations
- _____ Job training on day-to-day activities
- _____ Team work expectations
- _____ Online Training

Facility and co-workers

- | | | |
|-----------------------|------------------------|--|
| _____ Meet co-workers | _____ Parking location | _____ Building hours; after-hours building access –if applicable |
|-----------------------|------------------------|--|

Professionalism

- _____ Appropriate dress
- _____ Confidentiality
- _____ Personal phone calls and visitors
- _____ Customer service roles and standards
- _____ Work professionalism, integrity, and courtesy
- _____ Appearance of work area standards
- _____ Office etiquette and answering phones

Personal Concerns/Items

- _____ Contact information; emergency contact information
- _____ Break and lunch periods; available dining facilities
- _____ Restroom locations
- _____ Personal item storage

Department Functions

- _____ Department policies; procedures
- _____ Forms; documents; reports used and their locations
- _____ Supervisors management style
- _____ Key contacts and referral numbers
- _____ How the department fits into UNC - purpose/mission
- _____ Department standards; goals; objectives
- _____ Meetings and meeting attendance requirements
- _____ Job responsibilities of other unit members

I have received orientation and training on the dates listed above.

Employee signature and date

Supervisor signature and date

SAMPLE WELCOME LETTER

To: [Employee Name]
From: [Department Manager or Supervisor]
Date:
Re: New Employment

I want to be the first to welcome you as a new employee to the University of Northern Colorado. You are an employee of [department], which is a division of [division name or college].

The supervisor of this area is [supervisor], and his/her office phone number is [phone number]. Your first day of work will be [day], [date], at [time] in [building] room [room number]. Your shift (class) starts at [] and finishes at [].

After meeting with your supervisor, you will meet with Human Resource Services as part of an orientation process. There you will complete the required hiring documents; review benefits if applicable; and be introduced to UNC. During this time, you will need to complete an I-9 form and provide documents showing that you are eligible to work in the United States. A list of acceptable documents can be found at <http://www.unco.edu/human-resources/pdf/hrs-forms/i-nine-printable.pdf> and must include one (1) document from List A or one (1) document from List B and one (1) document from List C. Additionally, it is a condition of employment to have direct deposit of your pay. Please bring a check or a direct deposit letter so you can complete the auto deposit form.

If you have any questions, please feel free to contact my office.

Again, welcome aboard.

Cc: [Administrative Assistant]
[Human Resources Employment Coordinator]

ORIENTATION WORKFLOW - 1ST MONTH OF EMPLOYMENT

Prior to Start

- Candidate is contacted via letter (faculty/ administrative staff) or via phone (classified, temporary, student) for offer and to complete background and ergo med exam (if applicable). Students do not normally complete background checks unless in certain areas.
- If candidate completes check satisfactorily, then department is notified by HRS to hire. Department sets start date and sends via mail or email with letter attached the welcome letter with information to candidate of start date and where to report.
- Department contacts HRS department to reserve seat at orientation for regular full –and part-time employees, adjunct faculty/lecturers and temporary who are over 1 month assignments if she/he hasn't completed orientation prior- informing the name, type of employee, department, etc. (perhaps we create a standard form)
- Department completes *Prior to Hire* section on Orientation Checklist based on position type.
- HRS prepares required documents needed for employee to complete.

First Day – Regular employees:

- Day of orientation, supervisor or designated department rep escorts employee to HRS for orientation.
- HRS Orientation
- Supervisor picks up and takes to lunch
- Department starts orientation process

First 2 weeks:

- Departments continues orientation process
- Department submits signed orientation check list to HRS upon completion for employee's file if applicable based on employee status.

Third week:

- Supervisor verifies employee has completed on-line training. If not, reminds them.

TENTATIVE HR ORIENTATION SCHEDULE

9:00am -9:15am	UNC Culture & History - Human Resources
9:15am - 9:30am	UNC Campus Security - UNC Police Department
9:30am - 9:40am	Title IX - Title IX Investigator
9:40am - 9:50am	IT&M -Chief Information Security Officer, IT
9:50am - 10:00am	Payroll - Human Resources
10:00am - 10:15am	HR -Human Resources
10:30am - 11:15am completed)	Benefits Overview & New Hire Paperwork - Human Resources (If not already

HUMAN RESOURCES FORMS

Human Resource Forms - The following forms are also located on the HRS website under HRS forms.
<http://www.unco.edu/human-resources/employee-resources/forms.aspx>

- Background Check Release
- Personal Data Form - Used to establish new hire as an employee in Banner system
- Planning and Evaluation Form - Classified
- Planning and Evaluation Form - Admin/Exempt
- Payroll Data form - Contact your department or college business manager.

Parking Permits - One-day parking permits can be purchased via parking services using P-cards. For further information go to <http://www.unco.edu/parking/>