New Employee Checklist

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Payroll Title</th>
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<thead>
<tr>
<th>Email</th>
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<tr>
<th>Supervisor Name</th>
<th>Hire Date</th>
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Section I—Preparing for Your New Employee’s Arrival: before the First Day

Communication
☐ Confirm acceptance of the job offer
☐ Consider sending an appointment letter
☐ Address applicable conditions of employment
  ☐ Background check
  ☐ Employee driving records (DMV Pull Notice System)
  ☐ Employment Eligibility Verification (Form I-9)
  ☐ License requirements
  ☐ Pre-placement medical examination
☐ Acquaint your new employee with your department and UC Davis
☐ Provide critical first-day information

Work Environment—Location
☐ Space
☐ Furniture
☐ Name plate
☐ Supplies and Equipment
☐ Keys or access card

Computer and computing access
☐ Hardware
☐ Software
☐ Networks
☐ Shared folders
☐ Distribution lists
☐ Online time reporting system

Voice Communications
☐ Telephone services
☐ Mobile devices
**Miscellaneous**
- ☐ Name badge
- ☐ Business cards
- ☐ Protective clothing and equipment
- ☐ Uniforms
- ☐ Mailbox
- ☐ Phone lists, department directories, databases, organizational charts
- ☐ Welcome sign, potted plant, department mug

**Collaboration**
- ☐ Announcement
- ☐ Coordination with department and university staff that will be assisting with the process
  - ☐ Human Resources (business office, Shared Service Center, administrative cluster)
  - ☐ Information Technology
  - ☐ Facilities
- ☐ Buddy
- ☐ Schedules
  - ☐ Itinerary for first week
  - ☐ Benefits orientation
  - ☐ Appointments with key personnel

**Department-Specific Items**
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**Section I completed**

Employee (Signature) __________________________ Date
Supervisor (Signature) __________________________ Date

Copy to department personnel file
New Employee Checklist

Employee Name: Click here to enter text.

Section II—Welcoming Your New Employee: the First Day
Section III—Getting off to a Good Start: the First Week

Introductions
☐ Greet upon arrival
☐ Plan for the first day
☐ Department vision, mission and relationship to employee’s job
☐ Department head
☐ Buddy
☐ Co-workers
☐ Lunch

Work Environment
☐ Tour
☐ Assigned work area
☐ Restrooms
☐ Storage of resource materials and supplies
☐ Common areas
☐ Office equipment
☐ Mail boxes
☐ Building access and security measures
☐ Issuance of keys (building, office, desk, files) or access card
☐ Transportation and parking options
☐ Time to set up work area
☐ Office Ergonomics
   ☐ Setting up your Computer Workstation Video
   ☐ Computer Workstation Training and ergonomics awareness quiz
   ☐ Evaluation: Contact your Departmental Safety Coordinator for assistance.

Computing Access
☐ Email account
☐ Email and internet protocol
☐ Acceptable Use Policy
☐ Computer and information security
☐ Department’s website and intranet
☐ Technical support
Policies, Procedures and Paperwork

New employee forms
☐ Background check
☐ California State Loyalty Oath—UPAY 585
☐ Child Abuse Notification
☐ Compensatory Time Off Agreement
☐ Elder Abuse Notification
☐ Employee driving records (DMV Pull Notice System)
☐ Employment Eligibility Verification (Form I-9)
☐ E-verify
☐ License requirements
☐ Near Relative Permission Request
☐ Pre-placement medical examination
☐ Physicians Designation
☐ Workers Compensation Injury/Incident Reporting

Position description (from the Library in the People Admin Position Management system)
☐ Position Reports: Position Description and Expectations Report to be signed and dated by employee, supervisor and department head
☐ Fair Labor Standards Act exemption status
☐ Relevant personnel policy manual (Academic Personnel Manual or Personnel Policies For Staff Members) or bargaining contract
☐ Fair Share fee or union dues

Wages and Hours
☐ Hours of operation, work schedules, rest periods, workplace flexibility
☐ Time reporting
☐ Absence from Work policy
☐ Salary, overtime, shift and weekend differential, incentive awards
☐ Pay periods, paychecks/Surepay
☐ Merit eligibility and cycles

Safety plans
☐ Emergency Action Plan (EAP)
☐ Emergency Contact Numbers: 911 or UC Davis Emergency Hotline: 752-4000
☐ Emergency Preparedness
☐ Personal Safety
☐ Preventive medicine and monitoring requirements
☐ Protective Clothing and Equipment
☐ Warn Me Emergency Notification Service
☐ Reporting a work-related injury or illness
☐ Location and use of fire extinguisher, fire-alarm box, emergency shower, and personal protective clothing/equipment; location of two means of emergency exit from work site
☐ Location of Occupational Health Services, Student Health and Wellness Center and Sutter Davis Hospital Emergency Room

**Administrative matters**
☐ Calendar (e.g., academic and general campus, administrative holidays, standing meetings, special events)
☐ Employee ID/Aggie Card
☐ Online campus directory
☐ Office equipment use
☐ Copy card
☐ Telephone system and etiquette
☐ Staff list
☐ Campus and US mail
☐ Dress and personal appearance standards

**University Policies**
☐ Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment
☐ Sexual Harassment
☐ Substance Abuse
☐ Smoking
☐ Conflict of Interest
☐ Violence in the Workplace
☐ Violence Against Women Act
☐ Improper Governmental Activities/Whistleblower Protection

**Orientation**
☐ New Employee Orientation website
☐ New Employee Benefits orientation
☐ New Employee Welcome event
☐ New Employee Orientation e-course
☐ UC Davis FrontDoor website
☐ Principles of Community
☐ The Ripple Effect: Sexual Harassment Affects Us All
☐ UC Ethical Values and Conduct
☐ UC mission
☐ UC Davis mission
☐ UC Davis Vision of Excellence
☐ Department and division organizational charts
☐ Overall campus structure
☐ Diversity Resources
☐ Schedule of staff meetings or other standing activities

Training and Development
☐ Educational fee assistance
☐ Environmental Health and Safety and Emergency Management
☐ Sexual Harassment Education Program
☐ Staff Development and Professional Services

Performance Management
☐ Customer base and discuss expectations for customer service
☐ Performance expectations and means of assessment
☐ Probationary Period
☐ Performance appraisal process

Department-Specific Items
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Section II and III completed

Employee (Signature) __________________________ Date
Supervisor (Signature) __________________________ Date

☐ Copies to employee and department personnel file
New Employee Checklist

Employee Name:

Section IV—Learning the Routine: the First Month

Policies, Procedures and Paperwork
☐ Benefits enrollment completed before end of period of initial eligibility

Training and Development
☐ Review progress on training plan
☐ Introduce Individual Development Plan (IDP)
☐ Living the Principles of Community on-line course

Performance Management
☐ Assignments and timelines
☐ Instructions and resources
☐ Weekly reviews of goals and deliverables
☐ Increasing scope and complexity of work
☐ Contact Human Resources if there are any significant performance/behavior concerns

Department-Specific Items
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Section IV completed

Employee (Signature) __________________ Date
Supervisor (Signature) __________________ Date

☐ Copies to employee and department personnel file
New Employee Checklist

Employee Name: Enter Name.

Section V—Mastering the Role: the First 6 Months

Training and Development
- ☐ SMART goals
- ☐ Variety of project types and learning opportunities
- ☐ Future projects and assignments per Individual Development Plan (IDP)
- ☐ Networking opportunities
- ☐ Department and campus mission revisited
- ☐ Campus Community Relations’ Diversity Education Program

Performance Management
- ☐ Knowledge, skills, abilities and assignments to compliment or enhance strengths.
- ☐ Areas for growth and improvement
- ☐ Monthly reviews of performance expectations and deliverables Employee Development Worksheet
- ☐ Pay for Performance website
- ☐ Probationary Period
- ☐ Probationary period report
- ☐ Policy 61, Release

Department-Specific Items
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Section V completed

Employee (Signature) ______________________ Date

Supervisor (Signature) _____________________ Date

☐ Copies to employee and department personnel file
New Employee Checklist

Employee Name: Enter name.

Section VI—Encouraging Employee Engagement: the First Year

Training and Development
☐ Opportunities of interest
☐ Opportunities to directly enhance job performance
☐ Opportunities to interact with greater cross section of campus community
☐ “Fit” with department strategic plan
☐ Update Individual Development Plan (IDP)
☐ Training and development opportunities at UC Davis
☐ UC Systemwide training and development opportunities
☐ Educational fee assistance

Performance Management
☐ Performance expectations
☐ Core Competencies
☐ Behavioral Indicators
☐ Employee Performance Appraisals
☐ Summary of Accomplishments
☐ Employee Performance Appraisal Forms for represented employees
☐ Individual Development Plan (IDP)

Recognition
☐ Periodic acknowledgements, spot awards, department celebrations,
☐ Recognition and Incentive Award Plans
☐ Chancellor’s Achievement Awards
☐ Diversity and Principles of Community Achievement Awards
☐ Staff Assembly Citation for Excellence

Community Involvement
☐ Campus news and communications
☐ UC Davis Social Media
☐ Administrative Advisory Committees
☐ Campus Community Book Project
☐ Constituent Organizations and Community Interest Groups
☐ Culture Days
Department-Specific Items

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Section VI completed

Employee (Signature) __________________________ Date
Supervisor (Signature) __________________________ Date

☐ Copies to employee and department personnel file