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| **PART 1: BEFORE YOU BEGIN WORK** |
| [ ]  | Receive and review your appointment letter |
| [ ]  | Confirm with your supervisor your start date, start time, reporting location, work schedule, and the documents you are required to present on your first day |
| [ ]  | Foreign Nationals: Determine if your employment authorization documents are current. Report to the Payroll Office located in Lumbee Hall 151 to verify work eligibility.  |
| [ ]  | In order to begin the payroll process, all new hires are required to complete an I-9 Employment Eligibility Verification form and W-4/NC-4 Tax form which must be COMPLETED BEFORE WORK BEGINS.   *The new I-9 Form requires that no Documents Presented from the Acceptable List of Documents be Expired Documents (example:  an Expired Driver’s License or Expired Passport).  Please note that all List B documents presented must have a photo ID, a requirement of participating in the E-Verify program.* Each new employee must provide acceptable employment documentation **(see** [**Acceptable Documents**](https://www.uncp.edu/sites/default/files/2017-12/Acceptable%20Documents.pdf)**)** to complete not only the I-9 Employment Eligibility Form, but also the E-Verify electronic verification process (as required by Senate Bill 1523, ratified on July 27, 2006).   |
| **PART 2: YOUR FIRST DAY OF EMPLOYMENT** |
| [ ]  | Provide the following documents on your first day of employment: document(s) for I-9 purposes, vehicle registration to obtain parking permit, and SS card for payroll processing  |
| [ ]  | Report to work location for initial meeting with supervisor |
| [ ]  | Meet other staff members including your Braves Buddy (assigned work partner)  |
| [ ]  | Complete any outstanding Network and Banner Application request forms |
| [ ]  | Supervisor and/or Braves Buddy will escort you to New Employee Onboarding. *Note: It is recommended you arrive at least 10 minutes prior to the scheduled start time to ensure on-time arrival.* |
| [ ]  | Lunch will be provided on your first day |
| [ ]  | At the conclusion of Day One Onboarding, return to work location to meet with supervisor for departmental onboarding |
| [ ]  | Receive keys and other required equipment |
| [ ]  | Tour the work location with supervisor or Braves Buddy; locate rest rooms, vending/break areas, and designated smoking areas |
| **PART 3: YOUR SECOND DAY OF EMPLOYMENT** |
| [ ]  | Report to Day Two of New Employee Onboarding in Lumbee Hall 358 |
| [ ]  | Lunch is on your own or with supervisor and/or Braves Buddy |
| [ ]  | At the conclusion of Day Two Onboarding, return to work location (if time permits) |
| **PART 4: YOUR FIRST WEEK OF EMPLOYMENT** |
| [ ]  | Review job description with supervisor |
| [ ]  | Review your department/office standards, policies and procedures including: * Work schedule and process for time entry and leave requests
* Operation and use of telephone, copy machine, fax, e-mail, and Internet
* Office organization/resources
* Campus mail services
* Staff meetings
* Customer service philosophy
* Emergency procedures and contacts
* Confidentiality
* Ethics
* Code of Conduct
* Computer Security
* Brave Alert Program
* Other policies and procedures as applicable
 |
| [ ]  | Review the department's organizational chart and its relationship to campus (what does it mean to work in the department/division/UNCP) |
| [ ]  | Review your work area to ensure needed equipment is in place |
| [ ]  | Meet with your supervisor and your Braves Buddy to review the first week's activities (if appropriate)  |
| [ ]  | Familiarize yourself with the [campus](https://www.uncp.edu/about/campus-map) |
| [ ]  | Identify your key resources for information |
| [ ]  | Attend the Environment, Health & Safety (EHS) Onboarding training (Note: you must complete this training within 30 days of employment)  |
| [ ]  | Review/update your contact information, register to receive Brave Alert messages on BraveWeb, and sign up for listserv and distribution emails |
| [ ]  | Review the following with office personnel if appropriate:* After-hours and weekend office access (keys, security codes, etc.)
* General review of accounting
* Listing of financial account numbers
* Travel, reimbursement and credit card
* Office supplies
* Office safety issues
* Records retention
* Other training and support as needed
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| **PART 5: YOUR FIRST MONTH OF EMPLOYMENT** |
| [ ]  | Meet with your supervisor to review: * Work plan
* Performance standards
* Work rules
* Core and elective training – Refer to Professional Development Catalog
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| [ ]  | Attend new employee safety training within 30 days of hire |
| [ ]  | Ensure you enroll in all applicable benefits prior to the enrollment deadline (within 30 days of your official date of hire) |
| **PART 6: YOUR FIRST THREE MONTHS OF EMPLOYMENT** |
| [ ]  | Review job description, work plan, performance standards, and work rules  |
| [ ]  | SHRA Employees: Receive Employee Competency Assessment and Performance Review. EHRA NF Employees: Receive Performance Evaluation Report. Discuss document with your immediate supervisor.  |
| **PART 7: THREE TO TWELVE MONTHS OF EMPLOYMENT** |
| [ ]  | Meet regularly with supervisor for coaching |
| [ ]  | Annual Performance Evaluation review with supervisor (SHRA by May 31 and EHRA NF by June 30)Full time faculty receive and review annual evaluations. |
| **PART 8: TWELVE MONTHS OF EMPLOYMENT** |
| [ ]  | Develop training plan; discuss needs with supervisor |
| [ ]  | For SHRA employees only: Probationary documentation completed with supervisor |
| [ ]  | Review this Onboarding Checklist with supervisor. Ensure all activities have been completed. Ask any outstanding questions. Sign completed checklist and submit to supervisor. |

**The onboarding process is critical for successful employee performance and retention. We want your feedback to help tailor our program and improve our processes. As a new employee, you will receive a New Employee Orientation Survey within the first 90 days of employment. Please take a few minutes to complete the survey. We value your feedback as we strive to improve the UNCP onboarding experience.**