**NEW EMPLOYEE ONBOARDING/MENTORING CHECKLIST\***

**1st Day**

**[ ]** Attend Orientation for campus to cover benefits, payroll forms, turn in payroll forms

 Bring appropriate identification for I-9 and voided check for direct deposit

**[ ]** Report to       following orientation at

**[ ]** Meet with unit administrative support staff for review of Unit Information

**Within 1st Week**

[ ]  Attend UTFI Orientation, ANDI training and Prospect Review (as needed based on duties)

 Bring driver’s license and proof of insurance

 Bring Policy Acknowledgement Form

[ ]  Obtain identification badge

[ ]  Obtain parking permit

[ ]  Meet with supervisor for duty and performance expectations, set regular meetings

[ ]  Meet with assigned mentor

[ ]  Set up email account and signature

[ ]  Set up voicemail and phone settings

[ ]  Return insurance, retirement and optional program enrollment forms to UTFI HR office

**Within 1st Month**

**[ ]** Attend position specific training as determined by duties

**90 days:**

 [ ]  Meet with supervisor to discuss and review performance expectations and goals

 [ ]  Share initial feedback, comments, and concerns

[ ]  Meet with assigned mentor

 [ ]  Provide feedback on Onboarding/Mentoring process

**5th - 6th month:**

[ ]  Meet with supervisor for introductory performance review

[ ]  Establish/review objectives and individual goals to see if on track

**If you have questions, concerns or need additional resources, please contact UTFI HR at 974-4686.**

**\*Note this form may be useful in your transfer into a new UTFI Unit**