**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**