**ONBOARDING/MENTORING CHECKLIST**

**Unit Administrative Support Staff**

Name:      \* Title:       Date of Hire:

Personnel Number:       Unit:      Campus:

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**Pre-arrival – tasks to be considered and completed\*\***

Computer/Laptop (on hand or ordered) arrange for set-up through unit assigned IT staff or campus IT

ANDI Access Request – complete and return to ANDI trainer <https://capricorn.dii.utk.edu/alumni/asweb/ANDISecurityForms/AppANDIAccess91009.pdf>

Introduction of employee (if desired) via internal email- provide information to Communications for distribution

Parking- provide necessary memos for assigned lot (Memo necessary if employee not active in IRIS or needs gate card for access)

First day parking pass - obtain as needed

Keys- complete and turn original form in to lock & keys <http://www.pp.utk.edu/Forms/Key%20Request.pdf>

Key Pad Access – for building access include memo request and completed form from link <http://utpolice.utk.edu/PDF/Communications/Central%20Alarm%20Access%20Form%20Interactive%20022409.pdf>

Business Cards <http://www.utfi.org/staff-resources/identity/>

Nameplate (if applicable)

Phone with voice mailbox established contact telephone services at 974-3121 or [*telephoneservices@utk.edu*](mailto:%20telephoneservices@utk.edu)

Cell phone allowance- complete, secure appropriate approvals and forward to COO for approval and processing. <http://www.utfi.org/wp-content/uploads/Request-for-Wireless-Equipment-Allowance.pdf>

Office space set up: cleaned, supplies in place

If traveler complete a profile for World Travel - <http://www.worldtrav.com/travel/traveler-profile>

Obtain copy of license for travel arrangements

**Training scheduled through UTFI HR in coordination with unit:**

Benefits/payroll Orientation Date & Time:

ANDI Date & Time:        Prospect Review Date & Time:

**Training/meetings scheduled by unit:**

IRIS training as needed  Schedule position specific training

Schedule meeting with Manager/Supervisor  Schedule meeting with Mentor

Notify employee of regular unit staff meetings

**First week on-the-job:**

Introduction of employee in-person

Tour: work space, break areas, office supplies, vending, etc., copy & Fax machines

(Provide instruction and access codes if applicable)

Dress code and office protocol /procedures  Unit specific time sheet procedures

Unit specificcontact list  Safety/Emergency procedures, exits

Reporting injuries  Other

**\*Note this form may be useful in the transfer of a current employee into new UTFI unit**

**\*\*If on campus site follow procedures for your campus as to IT needs, keys, parking, etc.**

**Review Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**