**ONBOARDING/MENTORING CHECKLIST**

**Human Resources/IT/Communications**

Name:       Title:       Date of Hire:

Personnel Number:       Unit:      Campus:

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**Pre-arrival** (upon acceptance of position)

[ ]  Create New Employee File [ ]  Background clearance

**[ ]** Net ID Request       [ ]  Hire as pending 50134902

[ ]  UTFI alias requested **[ ]** Computer/laptop set up

[ ]  Welcome/Policy email (include Knoxville resource list if relocating, confirm start date, time and place, information to bring, first day parking pass)

[ ]  Notify department staff/supervisor re procedures

[ ]  IF UTK Director, notify Sally Morris for Mentoring program

**First week on-the-job**

**Orientation UTK** Date & Time:       **UTFI** Date & Time:      \_\_\_\_\_\_\_\_\_

Payroll/Benefits:

[ ]  I-9 [ ]  Personal Data

[ ]  W-4 [ ]  Conflict of Interest

[ ]  Insurance [ ]  Retirement/deferred plans

[ ]  Benefits (Educational, EAP, Leave, etc.) [ ]  Identification Badge

[ ]  Mission/Vision [ ]  Policies

[ ]  Contact numbers (Lifeline) [ ]  Policy Acknowledgement

[ ]  Copy Driver’s License and Auto Insurance

[ ]  **Prepare Introductory Review Form** – email to supervisor

**Additional Training**

[ ]  ANDI Date & Time:       [ ]  Prospect Review Date & Time:

[ ]  IRIS Set up by individual or Unit Admin

**Second week on-the-job:**

**[ ]** Contact employee to see if adjusting, promise made being met

\_\_\_\_\_ **week on-the-job:**

**[ ]** Email new employeesurvey of Onboarding process. How have we done?