**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?