**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*

[ ]  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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**