NEW HIRE CHECKLIST

Electronic version: www.leadershipexcellence.virginia.edu/grounds-success-orientation

Prior to First Day of Work

☐ Complete Benefits eLearning module
☐ Complete section 1 of Form I-9 on or before your first day

First Day of Work

☐ Attend orientation on or close to your first day
☐ Obtain your UVA ID Card
☐ Obtain a parking permit from Parking & Transportation

By Second Day of Work

☐ Meet with your manager to cover
  ■ Overview of school/unit and VP area
  ■ Department mission, goals, and culture
  ■ Tour of department/unit
  ■ Introduction to department/school leaders, team members, key contacts, and customers
☐ Obtain your UVA computing ID from your manager and activate your accounts
☐ Sign up for UVA Alerts

By Third Day of Work

☐ Complete section 2 of the I-9 process with your I-9 specialist (ask manager for contact)
☐ Select the Self Service button on the HR website to
  ■ Sign up for direct deposit
  ■ Complete your W-4 form
  ■ Complete your VA-4 form
  ■ Review and update your personal information including veteran status, W-2 online option, phone numbers, and address
  ■ Update your Selective Service status (males between the ages of 18 – 25)

During First Two Weeks of Work

☐ Complete Getting Paid & Taking Leave eLearning module
☐ Complete Policies & Standards eLearning module
☐ Complete Safety & Security eLearning module
Review HRM-041: Policy on Sexual and Gender-based Harassment and Other Forms of Interpersonal Violence (Title IX Policy): here

Review HRM-040: Reporting by University Employees of Disclosures Relating to Sexual and Gender-based Harassment and Other Forms of Interpersonal Violence (the Title IX Policy): here

Complete the required online Title IX "Not on Our Grounds Responsible Employee" Learning Module

NOTE: You will be prompted to enter your University computing credentials to be given access. You will “register” for the module by providing some information. This is a one-time process. Once you register, you will arrive at the “Dashboard,” where you will click “Access Course” item to begin the module. Please note that the training is not hosted in the University's LMS (Oracle) or the University Medical Center’s LMS (NetLearning). The module is available from an entirely separate, web-based platform.

Review HRM-009: Policy on Preventing and Addressing Discrimination and Harassment: here

Review HRM-010: Policy on Preventing and Addressing Retaliation: here

Complete the required online PADHR Preventing and Addressing Discrimination, Harassment and Retaliation Learning Module

Complete required online training from Emergency Preparedness, Enroll through Self Service/UVA Employee Self-Service/Learning/Learner Home

During First Week – Two Months

Select benefit options within 60 days of your hire date

Review UVA Competencies

Review job description and performance expectations

Discuss designated or non-designated status

Discuss probationary period

Discuss schedule expectations

Review confidentiality and privacy expectations

Resources

virginia.edu

Ours to Shape

UVA Today

Faculty and Employee Assistance Program (FEAP)

Office for Equal Opportunity and Civil Rights (EOCR)

UVA Women’s Center

Black Faculty/Staff Employee Resource Group

Faculty Senate

Staff Senate

LGBTQ Center

Hoo’s Well

Maps & Directions

Care Connection

UVA Discount Program

UVA Military Veterans

UVA Traditions and Lingo

YouTube, Twitter, Facebook