# NEW HIRE CHECKLIST

Electronic version: [www.leadershipexcellence.virginia.edu/grounds-success-orientation](http://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](#)
  - 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 XI 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 XI Policy): here
Complete the required online Title XI “Not on Our Grounds Responsible Employee” Learning Module
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/Leaming/Leamer Home

During First Week – Two Months
Review, Select and Discuss
- 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