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

09.05.2018
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](https://selfservice.uva.edu/)

### 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](https://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](#)