



## NEW HIRE CHECKLIST

### 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](#)

- Complete required online training from the Office for Equal Opportunity and Civil Rights (EOCR) for University Policies '[Reporting Disclosures Relating to Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence](#)' and '[Preventing and Addressing Discrimination, Harassment, & Retaliation](#)'
- Complete required online training from Emergency Preparedness. Enroll through [Self Service](#)/UVA Employee Self-Service/Learning/Learner Home

## During First Week – Two Months

### Clarify

- 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

### Engage

- [Experience UVA](#)
- [Faculty and Employee Assistance Program](#)
- [Faculty Senate](#)
- [Hoo's Well](#)
- [Maps & Directions](#)
- [Staff Senate](#)
- [Strategic Planning](#)
- [UVA Care Connection](#)
- [UVA Discount Program](#)
- [UVA Military Veterans](#)
- [UVA Today](#)
- [UVA Traditions and Lingo](#)
- [YouTube, Twitter, Facebook](#)

Electronic version available online: <https://leadershipexcellence.virginia.edu/grounds-success-orientation>