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
  o Overview of school/unit and VP area
  o Department mission, goals, and culture
  o Tour of department/unit
  o 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
  o Sign up for direct deposit
  o Complete your W-4 form
  o Complete your VA-4 form
  o Review and update your personal information including veteran status, W-2 online option, phone numbers, and address
  o 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](https://leadershipexcellence.virginia.edu/grounds-success-orientation)