



# Executive Onboarding Checklist

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Working with both your hiring manager and your area's onboarding coordinator, use this form to help guide you through the onboarding process. Please contact Carolyn Cullen at 924-0247 or [cc5ff@virginia.edu](mailto:cc5ff@virginia.edu) if you have questions related to our program.

## First Day of Work - Forms & Registration

- Attend Grounds for Success Orientation, scheduled through UHR
- Form I-9 (complete online on or before your first day)

## First Day of Work – Logistics and Introductions

- Meet with hiring manager
- Overview of School/Unit and VP Area
- Introduction to department mission, goals, culture, etc.
- Tour department
- Introduction to Leadership Team/Key Contacts
- Introduction to Department /School Leaders
- Introduction to Direct Reports and other Key Constituents and Peers

## By Third Day of Work – Compensation/Leave/Emergencies

- Complete section 2 of the I-9 process with your I-9 specialist
- Sign-up for direct deposit using Employee Self-Service, [www.hr.virginia.edu](http://www.hr.virginia.edu) . Select SSTL tab.
- Complete your W-4 form using Employee Self-Service, [www.hr.virginia.edu](http://www.hr.virginia.edu) . Select SSTL tab.
- Complete Va-4 form by printing the form using Employee Self-Service, [www.hr.virginia.edu](http://www.hr.virginia.edu) . Select SSTL tab.
- Leave (holiday, PTO, vacation, jury, sick, etc.)
- Designated or non-designated status
- Review Inclement Weather Policy
- Emergencies (department procedures, building exits, UVa Alerts Registration)

## First Day/First Week – Role, Responsibilities, and Expectations

- Review job description
- Review Leadership Characteristics and UVa Competencies
- Review Promotion/Tenure (Teaching & Research Faculty only)
- Review administrative/managerial responsibilities
- Resources; refer to [www.hr.virginia.edu](http://www.hr.virginia.edu) ; <http://provost.virginia.edu/>
- Social networking opportunities (through department and Executive Onboarding Program)
- Required training (if any)

**Within First Month of Work - Organizational Culture**

- Meet with Center for Leadership Excellence (CLE) consultant to discuss Executive Onboarding Program

**Within First Month of Work - Performance Management**

- Establish performance expectations
- Promotion/Tenure (Teaching and Research Faculty Only)
- Resources; refer to [www.hr.virginia.edu](http://www.hr.virginia.edu)

**Within First Month of Work - University Policies & Procedures**

- Zero tolerance policy for harassment and discrimination
- Ethics and code of conduct
- Use of University property (computer, fax, phone, copy machine, etc)
- Performance Management System

**Two Months After You Start - Other**

- Post Onboarding Interview
- 6-month check-in with Center for Leadership Excellence (CLE) consultant
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