Executive Onboarding Checklist

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 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://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

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
☐ ______________________________________________________
☐ ______________________________________________________