Onboarding Milestone: First day/first week

Set your new employee up for success from the start. To ease anxiety on the first day, create a comfortable environment and have a plan to get your new employee involved, while remembering not to overwhelm them. At the end of the day, your new employee should know the basic operations of the department and leave feeling they have joined the right team. The rest of the week will build upon the foundation laid on the first day. It is important to remain available and approachable.

Focus on how the specific duties and responsibilities of your new employee's job support departmental and university missions.

Introductions

- Be there when your new employee arrives. Have a backup available in the event of an emergency.
- Meet with your new employee and discuss plans for the first day.

Introduce the employee to:

- Department head
- Support network
- Members of the department

Hold a small gathering or go out for lunch together, if possible.

Work environment

- Show your new employee their work area and allow time for them to setle in.
- Provide a tour of the work site.
- Issue keys or similar department access.
- Discuss recycling and trash policies, including shredding of confidential documents.
- Tobacco free campus

Point out

- Storage areas for resource materials and supplies.
- Common shared areas and points of interest (restrooms, vending machines, refrigerator, coffee service, break room, mail boxes, printers, copiers).

Security

- UK Alert
- Explain building access and security measures.

- Emergency evacuation procedures and secure meeting location.
- Obtain emergency contact information
- Report on-the-job injuries to Worker's Care at 1-800-440-6285

Tobacco Free

Discuss department specific policies and procedures:

- Work schedule
- Emergency closing
- Payroll schedule
- Overtime
- Breaks and meal periods
- Requesting time off
  - TDL, vacation, jury duty, etc.
  - Documentation for absences
- Notifications
  - Late arrival
  - Early departure
- Dress code

Explain how the employee's job performance will be discussed/evaluated.

- One-on-one conversations
- End of new employee orientation period (90 days)
- Mid-year
- Annual

Describe what success in their role looks like by outlining specific examples and providing information on how success can be achieved.

Set milestones for new employees at certain intervals throughout their onboarding experience. Give them goals for every 30 days. Having short- and long-term goals also helps you measure a new employee's progress, while the employee can also see their own improvement.

Performance Management

Orientation training/sessions

Inform your new employee of any orientation training that applies to them.

All employees

University New Employee Orientation (required for both campus and UK HealthCare employees)
- Required online training program to be completed within first 30 days of employment for all newly hired (or re-hired) regular staff of 0.5 FTE and above

- The program will automatically be assigned to the new employee in myUK Learning
- For questions, please contact: newemployeeorientation@uky.edu

Discrimination, Harassment and Sexual Misconduct: What you need to know (required for both campus and UK HealthCare employees)
Discrimination Checkbox

- Web-based training (WBT) for all newly hired employees **must** be completed within first 90 days of employment
- Please assign this WBT to the new employee in myUK Learning
- For questions, please contact Training at 859-257-8927

UK HealthCare

UK HealthCare New Employee Orientation (required for all newly hired UK HealthCare employees)
- Recommended to be completed the first week of employment but **must** be completed within the first 30 days of employment.
- Please register the new employee for UK HealthCare NEO here.
- For questions, please reach out to Enterprise Learning at (859) 257-9226.

- UK HealthCare Onboarding Checklist
- UK HealthCare navigation guide

In addition to the training noted above, you may also have:
College- or division-specific orientation programs or WBTs

Position-specific training

If your new employee manages staff or students receiving a paycheck, they must complete:

University SuperVision per Human Resources Policy and Procedure Number 50.0: Staff Development/Training within 180 days of supervisory assignment.

UKHC New Leader Academy - in addition to the University SuperVision classes, UK HealthCare supervisors must also complete this program. If you have questions,

Technology Access

On the first day, assist your new employee with activating their linkblue ID. This is done via linkblue Account Manager.

Provide information regarding:

Computer – appropriate use and security

myUK - access to Employee Self Service

IT Help Desk

Office printer/copier use codes

Technology Access

Checkboxes cont. *Access to:*

- VPN
- Shared drives
- Shared department email accounts
- VPN, etc Checkboxes
- Email: discuss use, etiquette, expectations, closing signatures, out of office notifications, etc.
- Distribution lists: add new employee to your department lists; forward their name to others who will need it.
- Scheduled meetings and events: add new employee to ongoing or upcoming calendar invitations.
- Voicemail: discuss greetings, etiquette, out of office notifications, etc.