

**Orientation Checklist for UKHC Procedure #009 for Policy A09-065
(Employee Onboarding and Separation from UK Healthcare)**

Employee Name: _____ Date Employed: _____

Position Title: _____ Personnel Number: _____

Department: _____ Supervisor: _____

End of Orientation Performance Appraisal Due Date: _____

By providing the following information during the employee's orientation period, you will help them become orientated to your department more quickly. Please check mark to indicate you have reviewed and discussed the following with your employee:

Prior to or on first day in department:

- Register employee for UKHC New Employee Orientation and follow up with them to ensure they have all necessary information to attend session.
- Confirm the name that the new employee prefers to be called.
- Obtain emergency contact information for the new employee.
- Create a personnel file for the employee.
- Prior to or on first day of employment, forward log on instructions for UK email.
- Obtain a copy of their professional certification or license, if applicable.
- Follow up with questions about parking.
- Provide a list of dining options.
- Review with the employee their pay rate (e.g., shift differentials, overtime, call pay) and payday schedule.
- Schedule and informal discussion with the employee just prior to the end of the work day to get their impression of their first day, leave employee with the understanding that there will be support and resources available to them and encourage them to continue to ask question when unclear.
- Provide the employee any appropriate departmental office keys for their position according to UK Healthcare key distribution procedures.
- Explain orientation time period and process.

Within the first week:

- Provide employee with a copy of the second page of the position's JAQ. Review it and discuss the position's expected standard of performance.
- Explain the general purpose and functions of the department, emphasizing the importance of team work in providing superior service and support.
- Identify tasks employee will perform daily and discuss desired results.
- Provide and review attendance policy. Discuss importance of regular attendance, punctuality, how to submit absence forms, what records are kept, process for illness, vacation accrual and scheduling, overtime procedures and holiday schedules.
- Review with the employee the policy on corrective action for violation of the rules.
- Prepare an agenda or schedule to adhere to (to-do list).
- Explain mission goals of the department/college/division.
- Explain the procedure for handling complaints within the department.

- Introduce employee to fellow employees in the department.
- Tour the work area identifying the following along the way: restrooms, time clocks, water fountains, employee bulletin boards, vending machines, coat racks, lockers, first aid supplies, fire exits, employee entrances, etc.
- Explain departmental policies including KRONOS, attendance, smoking, dress code expectations, telephone use, lunch break periods, schedules, rules injury problems, emergency plans/safe spaces and how to access via CareWeb.
- Explain their liability for University assets such as pagers, computers, etc.
- Set up a designated time period (perhaps weekly) to meet with employee to discuss any questions and concerns.
- Verify employee received Wildcard ID (or paper ID, if applicable).
- Provide the employee with uniforms and/or locker, if applicable.
- Ensure direct deposit is set up online.
- Confirm IT/Communication/Badge access (doors, tubes, EHR, Voalte, etc.).
- Ensure employee is added to all appropriate department/organization listservs.
- Communicate employee discounts available to UK employees.
- Show employee how to navigate myUK and myUK Learning.

Within the first 30 days:

- Explain the department and university organizational structure.
- Explain the relationship of the department to other departments/divisions/colleges.
- Introduce new employee to key administrators, deans, directors and managers.
- Review fiscal year calendar and how it impacts salary allocations and performance evaluations.
- Explain departmental protocol for internal computer programs.
- Ensure all new employee WBTs are completed within the first 30 days.
- Schedule time in Outlook to complete 90-day orientation within one week of employee's 90 day mark.
- Follow up with employee to ensure they signed up for benefits in myUK (covered in UK new employee WBTs).
- Ensure employee completes any WBTs required by the department.

Within first 90 days:

- Review promotion/advancement opportunities and procedures.
- Give the employee feedback concerning their job performance in the first few months of employment using the End-of-New Employee Orientation Appraisal (see Policy A09-125).

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____