Onboarding Guide

Candidate:

Position Title:	Position #:
RE #:	Hire Type:
Supervisor:	Start Date:

	OFFER PREPARATION
☐	**Review application for completeness**. For example, review work experience, names and relationships of related UK employees, education background, ending salaries, and employment dates, etc. If the candidate needs to update their application based on information discovered during the interview process, please contact Career Employment. Information not included on the application will not be considered during the hiring proposal review.
☐	**Initiate the hiring proposal.** This task is completed in the Integrated Employment System (IES) and must be completed by someone with Search Coordinator access. If you need training or access for IES, please contact Career Employment. The Search Coordinator will receive an auto-generated email when the Hiring Proposal has been generated and is available for editing.
☐	**Collect Nepotism Approval (if applicable).** This part of the process can be lengthy and should begin as soon as possible. A Hiring Official should continue with the other steps of the hiring proposal process with the understanding that Career Employment will not issue the final approval to extend an offer until this approval has been received. For more information on how to navigate the Nepotism Approval process, please contact Career Employment.
☐	**Complete Education and Experience Calculator.** "Related experience" means the job duties of the candidate's position, as the candidate explained them in the application, match the qualifying equivalency posted on the position. "Time in Position" (TIP) means the job duties of a candidate's position, as the candidate explained them on the application, match at least 50% of the job duties outlined in the position's Major Job Responsibilities (MJRs). For more information on how to complete this calculator, please contact Career Employment. Once complete, attach the Education and Experience Calculator to the Hiring Proposal in IES and title attachment appropriately.
☐	**Submit Hiring Proposal in IES.** This task must be completed by someone with Position Coordinator or, if requested, Supervisor access. Complete all fields and attach all appropriate documentation (Education and Experience Calculator, Nepotism Approval, etc.). When submitting Hiring Proposals, submit to UKHC Workforce Management. If you have questions regarding potential salary, please contact Workforce Management. Workforce Management will review the Hiring Proposal, do an initial TIP calculation, perform an equity review, and will then submit to Career Employment. Career Employment will do a final TIP calculation, perform a final equity review and ensure the Hiring Proposal is in alignment with all relative policies.
☐	**Receive Approved Hiring Proposal from Career Employment.** This notification will arrive via email and will include final approved salary and offer contingencies, including Pre-Employment Screening (PES) requirements. An offer may not be extended until this email is received.

	OFFER
☐	**Prepare documentation prior to extending verbal offer.** Create Contingent Offer Letter and locate Exceptional Benefits Summary Sheet. If needing assistance, contact Career Employment. Both of these items may be shared with the candidate during the verbal offer.
☐	**Make verbal offer.** If accepted, send digital copy of Contingent Offer Letter to the candidate. If the candidate counter-offers or declines based on salary, consult with Workforce Management. If the candidate declines the offer due to other reasons, consult with Career Employment. If the candidate needs time to consider the offer, schedule a follow-up discussion. If the candidate accepts the offer, discuss next steps, including PES and Employee Health appointment.

	ONBOARDING PREPARATION – INITIAL STEPS
☐	**Initiate PES in IES (if applicable).** The approved Hiring Proposal email notification from Career Employment will indicate if this task is necessary. This task must be completed by someone with Search Coordinator access. Advise the candidate that when they are contacted by the PES office, they should respond as soon as possible. All other initial onboarding preparation steps may be completed prior to receipt of PES Viable Candidate email, which is sent to the Search Coordinator. The candidate cannot begin work until receipt of PES Viable Candidate email.
☐	**Coordinate remaining steps for onboarding preparation**. Collect the signed Contingent Offer Letter, schedule the campus visit (preferably on the day of PES), provide the candidate directions (including parking information), remind the candidate of needed documentation (I-9, immunization records), and provide the link to schedule an I-9 appointment (https://www.uky.edu/hr/new-employees/i-9-form-documentation-requirements). All of these steps may occur simultaneously.
☐	**Prepare for registration for University NEO and UK HealthCare NEO**. Discuss orientation dates with candidate and gather information to register. *Registration for University NEO is done at https://www.uky.edu/hr/hr-home/enterprise-learning.

	CAMPUS VISIT
☐	**Meet with candidate.** During this step, ensure the candidate completes the IT Security Access form, I-9 packet, and Health Services Employee Compliance form. Provide the candidate instructions regarding completion of direct deposit and tax forms on myUK, department-specific New Employee Packet, and a tour of the work area. Discuss dress code policy, parking information specific to their work location, and plans for onboarding following NEO. Stamp parking ticket or provide Hospital Admin approved parking pass. All action items during the campus visit may be completed prior to receipt of PES Viable Candidate email.

	ONBOARDING PREPARATION – FINAL STEPS
☐	**Register for UK HealthCare NEO.** Confirm that the registration form has been completed for UK HealthCare NEO (https://www.uky.edu/hr/hr-home/enterprise-learning). The deadline to register for UK HealthCare NEO is noon on the Thursday prior to orientation.
☐	**Communicate with new employee.** Confirm start date, orientation information including parking, and onboarding plans.

☐	**Confirm receipt of PES Viable Candidate email**. This notification will be received via email; place a copy in the personnel file. The candidate cannot begin work until this notification is received.
☐	**Finalize required documentation.** During this step, complete the PAR Information Worksheet and submit to Workforce Management at least five working days prior to the new employee's start date. This five-day window allows time to create the employee ID number and LinkBlue. Workforce Management will notify the department via email when the LinkBlue account has been established. The Hiring Official should contact Workforce Management within two days after entry if this notification has not been received. Submit the IT Security Access Form. Completion of the IT Security Access Form generates computer and system access.
☐	**Complete ID Badge Application.** Complete the ID Badge Application except for the employee signature. Verify who is an authorized signer for your department (job title does not guarantee authorization). If needed, check with UKHC ID Office/Security. You will obtain the employee's signature after UKHC NEO and escort the employee to the UK HealthCare ID Office/Security.
☐	**Create employee file.** See Personnel File Checklist to determine what to include in the file. Use the 8 tabbed manila folders obtained from hospital purchasing to begin a compliant personnel folder. If you need to order personnel files, contact the Materials Management Warehouse at ext. 7-1500 with item number 71794, a cost center number to bill, and a delivery address.
☐	**Prepare employee work station**. Order any supplies, uniforms, or submit any technology work orders that are needed for the employee to complete work.

	ORIENTATION/ONBOARDING
☐	**Prepare the employee for UK HealthCare NEO.** Confirm that new employee has received online orientation details (Zoom link and orientation guide) from Enterprise Learning. Information is provided to new employee 2-3 business days before NEO.
☐	**Employee attends UK HealthCare NEO.** This event is conducted online and typically is held every other Monday from 8:30 am to 4:30 pm.
☐	**Get badge.** Greet the new employee after NEO and escort them to the UK HealthCare ID Office/Security. Answer questions about the first day with the department.
☐	**Employee completes online University NEO.** The online orientation will appear in the employee's "My Learning Assignments" tile. They are required to complete it within 30 calendar days of their first date of employment.
☐	**Prepare for training.** Plan ahead for any additional job-specific classes or training.

Career Employment Contact Information	**Workforce Management Contact Information**
https://www.uky.edu/hr/employment/contact-employment Or call 257-9555, option 2, and ask for a Career Employment Specialist or Consultant	• Hannah Marcum, Workforce Management Analyst o Email: hannah.magsam@uky.edu o Phone: (859) 323-5566

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