

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 him/her become oriented to your department more quickly. Please check mark to indicate that 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 him/her to ensure he/she has all necessary information to attend that 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 his/her professional certification or license, if applicable.
- Follow up with questions about parking.
- Provide a list of dining options.
- Review with the employee his/her pay rate (e.g., shift differentials, overtime, call pay) and payday schedule.
- Schedule an informal discussion with the employee just prior to the end of the work day to get his/her impression of his/her first day, leave employee with the understanding that there will be support and resources available to him/her, and encourage him/her to continue to ask questions when unclear.
- Provide the employee any appropriate departmental office keys for his/her new position according to UK HealthCare key distribution procedures.
- Explain orientation time period and process.

Within 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 him/her 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, etc., and how to access via CareWeb.
- Explain his/her liability for University assets, such as pagers, computers, etc.
- Set up a designated time period, perhaps weekly, to meet with employee to discuss his/her questions and concerns.
- Verify employee received Wildcard ID (or paper ID card, 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 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 90th day.
- Follow up with employee to ensure they have signed up for benefits (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 his/her 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: _____