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| **PART 1: BEFORE YOU BEGIN WORK** | | |
|  | | Receive and review your appointment letter |
|  | | Confirm with your supervisor your start date, start time, reporting location, work schedule, and the documents you are required to present on your first day |
|  | | Foreign Nationals: Determine if your employment authorization documents are current. Report to the Payroll Office located in Lumbee Hall 151 to verify work eligibility. |
|  | | In order to begin the payroll process, all new hires are required to complete an I-9 Employment Eligibility Verification form and W-4/NC-4 Tax form which must be COMPLETED BEFORE WORK BEGINS.   *The new I-9 Form requires that no Documents Presented from the Acceptable List of Documents be Expired Documents (example:  an Expired Driver’s License or Expired Passport).  Please note that all List B documents presented must have a photo ID, a requirement of participating in the E-Verify program.* Each new employee must provide acceptable employment documentation **(see** [**Acceptable Documents**](https://www.uncp.edu/sites/default/files/2017-12/Acceptable%20Documents.pdf)**)** to complete not only the I-9 Employment Eligibility Form, but also the E-Verify electronic verification process (as required by Senate Bill 1523, ratified on July 27, 2006). |
| **PART 2: YOUR FIRST DAY OF EMPLOYMENT** | | |
|  | | Provide the following documents on your first day of employment: document(s) for I-9 purposes, vehicle registration to obtain parking permit, and SS card for payroll processing |
|  | | Report to work location for initial meeting with supervisor |
|  | | Meet other staff members including your Braves Buddy (assigned work partner) |
|  | | Complete any outstanding Network and Banner Application request forms |
|  | | Supervisor and/or Braves Buddy will escort you to New Employee Onboarding. *Note: It is recommended you arrive at least 10 minutes prior to the scheduled start time to ensure on-time arrival.* |
|  | | Lunch will be provided on your first day |
|  | | At the conclusion of Day One Onboarding, return to work location to meet with supervisor for departmental onboarding |
|  | | Receive keys and other required equipment |
|  | | Tour the work location with supervisor or Braves Buddy; locate rest rooms, vending/break areas, and designated smoking areas |
| **PART 3: YOUR SECOND DAY OF EMPLOYMENT** | | |
|  | | Report to Day Two of New Employee Onboarding in Lumbee Hall 358 |
|  | | Lunch is on your own or with supervisor and/or Braves Buddy |
|  | | At the conclusion of Day Two Onboarding, return to work location (if time permits) |
| **PART 4: YOUR FIRST WEEK OF EMPLOYMENT** | | |
|  | | Review job description with supervisor |
|  | | Review your department/office standards, policies and procedures including:   * Work schedule and process for time entry and leave requests * Operation and use of telephone, copy machine, fax, e-mail, and Internet * Office organization/resources * Campus mail services * Staff meetings * Customer service philosophy * Emergency procedures and contacts * Confidentiality * Ethics * Code of Conduct * Computer Security * Brave Alert Program * Other policies and procedures as applicable |
|  | | Review the department's organizational chart and its relationship to campus (what does it mean to work in the department/division/UNCP) |
|  | | Review your work area to ensure needed equipment is in place |
|  | | Meet with your supervisor and your Braves Buddy to review the first week's activities (if appropriate) |
|  | | Familiarize yourself with the [campus](https://www.uncp.edu/about/campus-map) |
|  | | Identify your key resources for information |
|  | | Attend the Environment, Health & Safety (EHS) Onboarding training  (Note: you must complete this training within 30 days of employment) |
|  | | Review/update your contact information, register to receive Brave Alert messages on BraveWeb, and sign up for listserv and distribution emails |
|  | | Review the following with office personnel if appropriate:   * After-hours and weekend office access (keys, security codes, etc.) * General review of accounting * Listing of financial account numbers * Travel, reimbursement and credit card * Office supplies * Office safety issues * Records retention * Other training and support as needed |
| **PART 5: YOUR FIRST MONTH OF EMPLOYMENT** | | |
|  | | Meet with your supervisor to review:   * Work plan * Performance standards * Work rules * Core and elective training – Refer to Professional Development Catalog |
|  | | Attend new employee safety training within 30 days of hire |
|  | | Ensure you enroll in all applicable benefits prior to the enrollment deadline (within 30 days of your official date of hire) |
| **PART 6: YOUR FIRST THREE MONTHS OF EMPLOYMENT** | | |
|  | | Review job description, work plan, performance standards, and work rules |
|  | | SHRA Employees: Receive Employee Competency Assessment and Performance Review.  EHRA NF Employees: Receive Performance Evaluation Report. Discuss document with your immediate supervisor. |
| **PART 7: THREE TO TWELVE MONTHS OF EMPLOYMENT** | | |
|  | Meet regularly with supervisor for coaching | |
|  | Annual Performance Evaluation review with supervisor (SHRA by May 31 and EHRA NF by June 30)  Full time faculty receive and review annual evaluations. | |
| **PART 8: TWELVE MONTHS OF EMPLOYMENT** | | |
|  | Develop training plan; discuss needs with supervisor | |
|  | For SHRA employees only: Probationary documentation completed with supervisor | |
|  | Review this Onboarding Checklist with supervisor. Ensure all activities have been completed. Ask any outstanding questions. Sign completed checklist and submit to supervisor. | |

**The onboarding process is critical for successful employee performance and retention. We want your feedback to help tailor our program and improve our processes. As a new employee, you will receive a New Employee Orientation Survey within the first 90 days of employment. Please take a few minutes to complete the survey. We value your feedback as we strive to improve the UNCP onboarding experience.**