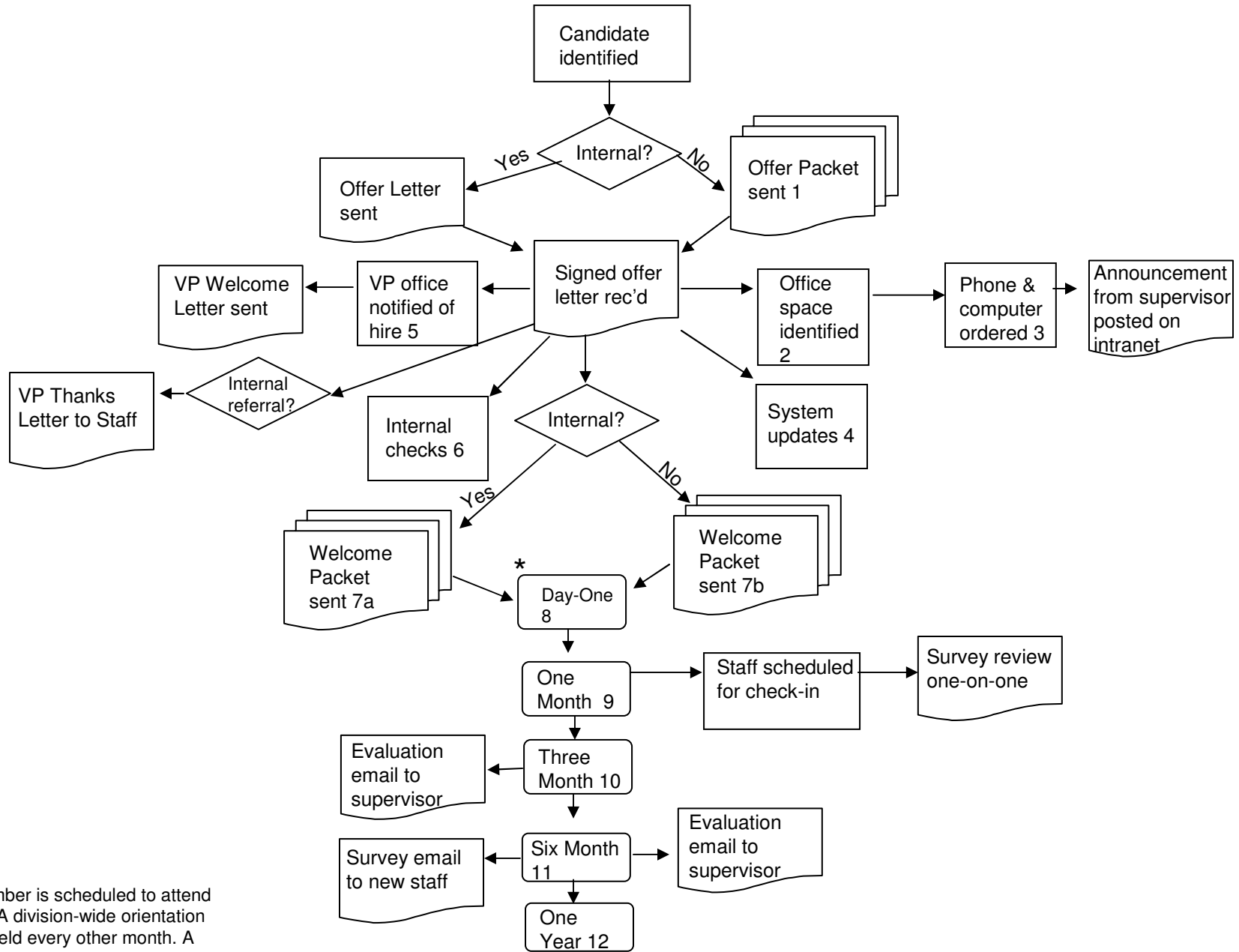


Process of On-Boarding New Staff



*Staff member is scheduled to attend UA 101 – A division-wide orientation program held every other month. A survey is completed by staff member at the end of the all-day session

Exhibits to Flow Chart

1. Offer Packet Includes:

- Offer letter
- Intellectual property policy and form
- Form W-4 (employee's withholding allowance)
- Form I-9 (employment eligibility verification)
- Email address form
- Emergency contact info
- Government contractor form
- Benefits overview
- CMU at a glance
- American Express form (if applicable)

2. Office Space:

- Paperwork forwarded to Assoc. Director OD/HCM
 - Discuss location w/Associate VP Adv. Services
 - Info forwarded to AIS to order email account
 - Order sign for office
 - Request ORACLE access (if applicable)

3. Phone & Computer Ordered:

- AIS Form identifies:
 - Computer equipment needed – PC type
 - Software to be installed
- Contact phone provider if new account to be activated

4. System Updates

- Position marked as filled in TMS
- Position removed from UA intranet
- Incumbent entered into HREM or updated if internal
- Incumbent linked to position in TMS
- Incumbent given access to UA intranet
 - Email sent to incumbent – Welcome & request to complete bio & have picture taken

5. VP Office Notified:

- Position – filled
- Applicable info - internal or external
- If new staff member was referral by current staff – thank you letter sent to current staff

6. Internal Checks:

- Hiring Manager sent:
 - Suggested orientation checklist – include new tools – core competencies
 - Assist hiring manager and department liaison with department specific orientation
 - Sample first weeks agenda
 - Request for staff member to be scheduled for a 30-minute UA intranet overview
 - Request announcement for UA intranet
- Assoc. Director OD/HCM:
 - HREM entry – fax & send forms to payroll
 - Order Benefits Orientation Packet
 - Notifies VP office of date for birthday lunch
- List of ambassador volunteers reviewed for new staff member
 - Email sent to volunteer
 - When confirmation received - document created to send with Welcome packet
- Welcome sign given to dept for signatures

7. Welcome Packet Includes:

- (a) Internal:
 - Guiding principles
 - First Day information
 - List of useful staff & contact info
 - Organizational Chart w/ name included
 - Advancement Ambassador Info
- (b) External items above plus:
 - Campus map
 - Paid time off information
 - Parking Application

Exhibits to Flow Chart – (continued)

8. Day One Activities

- New staff member meets with Assoc. Director OD/HCM
 - Forms to be distributed and/or completed:
 - Payroll direct deposit
 - WTEX tax form
 - EMS Tax Status
 - Direct Deposit for Reimbursement
 - CMU I.D.
 - PPG I.D.
 - Parking application
 - PTO form
 - Attendance Card (if applicable)
- Provide Benefits Orientation Packet
- Review Major Benefits and highlights
- Campus Directory
- Campus Map

9. One Month

- Check in scheduled with Director OD/HCM or Assoc. Director
- OD//HCM conducts one-on-one satisfaction survey with new staff

10. Three Month

- Email sent to supervisor with provisional review form, request that they initiate with new staff a conversation about job performance

11. Six Month

- Survey to staff member
- Evaluation to manager

12. One Year

- Notification sent to manager to recognize staff member's one-year anniversary