



Partner with your supervisor to identify your initial assignments; the purpose of your work; how it fits into your department overarching mission and goals; and how you can begin making immediate contributions.

Schedule, Job Duties, and Expectations

- Attend New Hire Orientation. (*Subject to availability*)
- Clarify your first week's schedule and confirm required and recommended training.
- Register for all Departmental/Job-Specific Training
 - Discuss with your supervisor all departmental/job-specific training that you are required to complete. Examples include "Laboratory and Bloodborne Pathogens" training, PeopleSoft training, etc. **Resources:** Safety, Health, Environmental, and Risk Management; Learn2Succeed
- Set up your personal workspace. Understand how to get additional office supplies.
- Ask your supervisor for an overview of the department – its purpose, organizational structure, and goals.
- Review your job description, outline of duties, and expectations. Ask how your job fits in the department, and how your job and department contribute to the success of the organization.
- Review hours of work. Ask questions about policies and procedures for time and attendance, use of vacation and sick time, holidays, as well as any flexible work policies or procedures.
- Ask any other questions regarding assignments, deadlines and expectations.
- Discuss and Identify with your Supervisor**
 - Building logistics, emergency and evacuation procedures and parking suggestions
 - Department rules, Telephone, computer, lab, printer, printer access code, long distance code and electronic set-ups

Work Environment

- Get key(s) and building access card(s) if needed.
- Test your employee ID card for access to buildings/rooms.
 - Review your Badge Authorization with your department and building hours.
- Secure transportation and parking by visiting the Parking & Transportation office (7000 Fannin) to apply for parking.
- Learn about department or building-specific safety and emergency information.
 - Register for the Emergency Alert system and learn protocols for emergencies.
- Tour your facilities to learn the location of restrooms, conference rooms, labs, storage, supplies, eating facilities, emergency exits, elevators/stairwells, evacuation meeting area outside of the building/department, etc.

Technology Access and Related Items

- Obtain e-mail address, password and user name by contacting the Help Desk. The Help Desk can help with this process. Help Desk (713) 486-4848_ <https://inside.uthouston.edu/helpdesk/index.htm>
- Sign up for the Emergency Alert System. (<https://www.uthealthemergency.org>).



You should begin to build knowledge of internal policies, processes and performance expectations; you feel settled into the new work environment.

Schedule, Job Duties, and Expectations

- Enroll in relevant training and workshops.
- Create your performance and development goals.
- Debrief with supervisor after attending initial meetings and trainings.
- Begin work on first assignment.
- Request time to go over the performance review and goal-setting processes in your department.
- Review any relevant policies and procedures with your supervisor. (Handbook of Operating Procedures HOOPs). (<https://www.uth.edu/hoop/>)
- Ask for additional information about the department and organization to increase your understanding of its purpose, goals, and initiatives.
- Arrange a building/campus tour.
- Meet with your department's timekeeper to discuss *Time & Labor* procedures.

Socialization

- Introduce yourself to others in the workplace.

Technology Access and Related Items

- Obtain email address, password and user name through your supervisor. Contact Help Desk if issues signing on to any systems. (if you haven't already)
- When you obtain your User Name and Password, confirm you have the ability to access all relevant work information, applications and networks.
- Enroll your cellphone and/or a landline in Duo, UTHealth's two-factor authentication service.
- Set up Secure Share to access personal files away from your workstation.
- Obtain a digital ID for e-mail encryption if your job requires it.
(<http://www.uth.tmc.edu/netcenter/middleware/digital-id/index.html>)
- View tools and resources available on our Intranet site—Log into the internet at www.uth.tmc.edu. Click on the "Inside the University" link located in the upper right hand corner of the page. Enter your ID and password. You may also access the intranet at <https://inside.uthouston.edu/>

Learning & Development

- Register for all necessary safety training. (<http://www.uthouston.edu/safety/index.htm>)
- Take the appropriate Time and Labor Training in [Learn2Succeed](#).



Goals: You are aware of your performance relative to the position and expectations. You continue to develop, learn about the organization, and build relationships.

Schedule, Job Duties, and Expectations

- Enroll in or reject employee benefit plans. (<http://www.utsystem.edu/offices/employee-benefits>)
- Schedule regular one-on-one meetings with your supervisor.
- Discuss performance and professional development goals and your progress with your supervisor.

Socialization

- Attend campus events of interest to you.
- Introduce yourself to others in the workplace.

Learning & Development

- Attend New Employee Orientation. (if you have not already)
- Complete new employee online compliance training within the first 30 days.
- Register for the Emergency Alert system and learn protocols for emergencies. <https://uthealthemergency.org/>



Goals: You are becoming fully aware of your role and responsibilities. You are beginning to work independently and produce meaningful work. You continue to feel acclimated to the environment, both functionally and socially.

Schedule, Job Duties, and Expectations

- Continue meeting regularly with your supervisor.
- “Shadow” your supervisor at meetings to get exposure to others and learn more about the department and organization.
- Have an informal performance check-in (after 2 months).
- Discuss performance and professional development goals and your progress with your supervisor.

Socialization

- Find opportunities to participate in a professional group in your field or on a cross-functional team.
- Provide feedback and suggestions on ways to enhance the onboarding experience. What might improve this process for new employees?
- Discuss development goals with your supervisor.

Learning & Development

- Discuss and plan development opportunities and resources with your supervisor.