

New Employee Onboarding Checklist

You're joining a community committed to educating health professionals, advancing research, and improving clinical care. Your role is vital to our mission. Guided by our vision of *excellence above all*, this guide will help you get started, align with our mission, and begin making a meaningful impact.

Our goal is to make your transition smooth and help you feel confident, informed, and connected as you settle into your new role.

Welcome to UTHealth Houston!

Welcome to Day 1

Partner with your supervisor to define your initial responsibilities, understand the purpose of your role, how it aligns with your department's mission and goals, and identify ways to make meaningful contributions from day one.

Schedule, Job Duties, and Expectations

☐ **Attend New Hire Orientation (subject to availability).**

☐ **Clarify Your First Week**

- Confirm your schedule and identify required/recommended training.
- Register for departmental/job-specific training (e.g., Laboratory Safety, Bloodborne Pathogens, PeopleSoft).
- Use resources like [Safety, Health, Environmental, and Risk Management](#); iLearn.

☐ **Meet with Your Supervisor**

- Review your job description, duties, and expectations.
- Understand how your role supports the department and organization.
- Get an overview of the department's purpose, structure, and goals.
- Discuss assignments, deadlines, and performance expectations.

☐ **Understand Work Policies**

- Review work hours, time, and attendance, vacation/sick leave, holidays, and flexible work options.

☐ **Set Up Your Workspace**

- Arrange your desk and request additional office supplies if needed.
- Review building logistics, emergency procedures, and parking.
- Learn about department-specific tools and access (e.g., phone, computer, lab, printer, access codes).

Work Environment

☐ Access & Security

- Obtain keys and building access cards.
- Test your ID badge for access and review building hours and badge authorization.

☐ Transportation & Parking

- Visit the [Parking & Transportation](#) Office (7000 Fannin) to apply for parking.

☐ Safety & Emergency Preparedness

- Learn department/building-specific safety protocols.
- Understand evacuation procedures and meeting locations.

☐ Facility Orientation

- Tour the building to locate restrooms, conference rooms, labs, storage, supply areas, eating spaces, emergency exits, stairwells/elevators, and evacuation points.

Technology Access and Related Items

☐ Set Up Your Digital Access

- Contact the UXS Solution Center to obtain your email address, username, and password.
- UXS Solution Center: (713) 486-4848
- [IT User Experience and Support \(UXS\)](#)

☐ Emergency Alerts

- Sign up for the Emergency Alert System.

During your First Week

Begin familiarizing yourself with internal policies, procedures, and performance expectations while settling comfortably into your new work environment.

Schedule, Job Duties, and Expectations

☐ Training & Goal Setting

- Enroll in relevant training and workshops.
- Register for safety and Time & Labor training via iLearn.
- Create your performance and development goals.
- Request time to review performance evaluation and goal-setting processes.

☐ Supervisor Engagement

- Debrief with your supervisor after initial meetings and trainings.
- Begin work on your first assignment.
- Review department policies and procedures ([Handbook of Operating Procedures, HOOP](#))
- Ask for additional information to better understand the department's purpose, goals, and initiatives.

☐ **Campus Logistics**

- Arrange a building/campus tour.
- Meet with your department's timekeeper to discuss Time & Labor procedures.

Engagement

☐ **Workplace Integration**

- Introduce yourself to colleagues and team members.

Technology Access and Related Items

☐ **System Access**

- Obtain your email address, username, and password through your supervisor or the UXS Solution Center — (713) 486-4848.
- Confirm access to all necessary work applications, networks, and information systems.

☐ **Security & Tools**

- Enroll your phone/landline in Duo (two-factor authentication).
- Set up Secure Share for remote file access.
- Obtain a digital ID for email encryption if required ([Digital ID Info](#)).
- Explore tools and resources on the [UTHealth Houston Intranet](#)

Professional Development

☐ [Register for all necessary safety training](#).

☐ Take the appropriate Time and Labor Training in [iLearn](#).

During your First Month

You're gaining clarity on how your performance aligns with your role. Keep exploring the organization, learning new things, and building meaningful connections with your team.

Schedule, Job Duties, and Expectations

☐ **Benefits & Meetings**

- Enroll in or decline employee benefit plans ([UT System Benefits](#)).

☐ **Performance & Development**

- Schedule regular one-on-one meetings with your supervisor.
- Discuss your performance and professional development goals and progress with your supervisor.

Building Connections

☐ **Engagement**

- Attend [campus events](#) that interest you.

- Continue introducing yourself to colleagues and team members.

Professional Development

☐ **Orientation & Compliance**

- Complete online compliance training within the first 30 days.
- Register for the [Emergency Alert System](#) and review emergency protocols.

During your First Three Months

You have developed a clear understanding of your responsibilities and are demonstrating independent productivity. You continue to adapt well to both the functional demands and the social dynamics of the workplace.

Schedule, Job Duties, and Expectations

☐ **Ongoing Supervisor Engagement**

- Continue regular one-on-one meetings with your supervisor.
- Shadow your supervisor in meetings to gain exposure and deepen understanding of the department and organization.
- Have an informal performance check-in around the 2-month mark.
- Discuss progress on performance and professional development goals.

Organizational Involvement

☐ **Professional Involvement & Feedback**

- Seek opportunities to join professional groups or cross-functional teams.
- Share feedback and suggestions to improve the onboarding experience.
- Continue development goal discussions with your supervisor.

Professional Development

☐ **Planning & Growth**

- Collaborate with your supervisor to identify and plan development opportunities and resources.

Your onboarding journey is the foundation for a successful and fulfilling experience in your new role. By actively engaging with your supervisor, exploring available resources, and participating in training and development opportunities, you're setting yourself up for long-term growth and impact.

Stay curious, ask questions, and take initiative. Your contributions matter, and your development is a shared priority. Welcome aboard, and we're excited to see the value you'll bring to the team!

Employee Resources

Resource	Link
University A-Z Directory	https://inside.uth.edu/inside/a2z.htm
UTHealth Houston Directory	https://inside.uth.edu/directory/
Handbook of Operating Procedures (HOOP)	https://www.uth.edu/hoop/
IT Solution Center Service Request	https://uthealth.service-now.com/uthealth
Working Remotely Resources	https://www.uth.edu/it/working-remotely
PeopleSoft Training	https://inside.uth.edu/it-training/peoplesoft_training.htm
PeopleSoft HCM Login	https://hrms.uth.tmc.edu/hprd/signon.html
PeopleSoft FMS Login	https://fms.uth.tmc.edu/fprd/signon.html
Employee Self-Service	https://selfservice.uth.tmc.edu/
Employee Holidays and Pay Schedule	https://inside.uth.edu/hr/employee-calendar
LinkedIn Learning	https://go.uth.edu/linkedinlearning
iLearn LMS	https://go.uth.edu/learn
UTHealth Houston Brand Standards	https://www.uth.edu/brand-standards/toolbox/
Employee Resources Page	https://www.uth.edu/hr/resources/employee-resources/employee-resources.htm
HR Teams	https://www.uth.edu/hr/