

Managers' Pre Hire Practices

- Announce arrival date to staff
- Assign Area Partner
- Work area set up, as applicable: phone, pc, locker, mailbox, lab coat hanger, voicemail, beeper, cell phone, office supplies, long distance authorization, copy card, business cards, nameplate, etc.
- Schedule technical or other training as applicable
- Send email welcome message once their email account is activated
- Confirm work hours, pay frequency and rate, and orientation schedule
- Set up meetings with key personnel in and outside your immediate unit/dept
- Get keys or access badge clearance
- Ensure copies of any area orientation materials are ready, i.e., manuals, key department policies, schedules, etc.
- Call new employee several days before start date to welcome them, answer questions, etc.

About Onboarding...

At the UVA Medical Center, onboarding seeks to accomplish three things:

- Foster new employees' ability to reach high levels of productivity as quickly as possible
- Convey the value the MC places on all staff, confirming new employees' decision to join us
- Tap into the experience and creativity of new employees' fresh perspectives

We seek to accomplish these goals through a variety of strategies that begin even before the new employees' first day, and continues throughout the first year.

- Pre Hire Checklist
- Welcome Lunch
- Onboarding Best Practices Guide
- My Work Space Learning Module
- At the Table with Leadership Reception
- 45-Day and 6-Month Onboarding Surveys

University of Virginia Medical Center



Onboarding Best Practices

***A guide to
fostering
new employee
success***

Onboarding Best Practices Guide

New Employee		
1st Week <ul style="list-style-type: none"> <input type="checkbox"/> Ask for assistance when needed <input type="checkbox"/> Confirm your schedule <input type="checkbox"/> Register your email account at https://netbadge.virginia.edu/ <input type="checkbox"/> Verify contact information is up-to-date at https://whois.virginia.edu 	2nd Week <ul style="list-style-type: none"> <input type="checkbox"/> Be sure all organization-wide mandatory CBL's are completed <input type="checkbox"/> Familiarize yourself with KnowledgeLink <input type="checkbox"/> Review HR Policies in KnowledgeLink <input type="checkbox"/> Review MC Policies in KnowledgeLink <input type="checkbox"/> Review Organizational Charts in KLink 	1st Month <ul style="list-style-type: none"> <input type="checkbox"/> Complete and return benefits enrollment paperwork, as applicable <input type="checkbox"/> Confirm all contact information on the "Global" Outlook Directory Listing, and contact HSCS Help Desk at 924-5334 if incorrect or incomplete
Area Partner		
1st Week <ul style="list-style-type: none"> <input type="checkbox"/> Tour immediate work area <input type="checkbox"/> Meet daily with new employee <input type="checkbox"/> Arrange for meal partners <input type="checkbox"/> Provide access codes, keys, lockers, etc., as appropriate <input type="checkbox"/> Review Time & Labor procedures <input type="checkbox"/> Review lunch/break policies <input type="checkbox"/> Review area/building safety and security procedures <input type="checkbox"/> Review dress code guidelines <input type="checkbox"/> Review phone usage/paging/voicemail <input type="checkbox"/> Discuss where/when to get earnings statements <input type="checkbox"/> Explain use of email, shared drives, etc. <input type="checkbox"/> Review area/unit/dept specific policies & procedures (e.g., scheduling) <input type="checkbox"/> Arrange for or provide materials and training necessary to job (eProcurement, PeopleSoft, Hyperion, etc.) <input type="checkbox"/> Review dept/unit specific equipment, forms & documentation 	2nd Week <ul style="list-style-type: none"> <input type="checkbox"/> Review Disaster Manual <input type="checkbox"/> Review travel, expense policies as applicable <input type="checkbox"/> Review PNSO purpose, website as applicable <input type="checkbox"/> Tour UH Complex or regional facility <input type="checkbox"/> Review Messenger Mail procedures <input type="checkbox"/> Explain relevant email distribution lists <input type="checkbox"/> Explain the purpose and services of Employee Health <input type="checkbox"/> Review safety/security policies & procedures: Red Sheet, Green Sheet <input type="checkbox"/> 	1st Month <ul style="list-style-type: none"> <input type="checkbox"/> Continue to be available to new employee for assistance <input type="checkbox"/> Review opportunities to get involved in committees, activities within and outside of immediate work area <input type="checkbox"/> Provide information concerning the Medical Center Employee Council (including website) and identify the Employee Council representative in your area <input type="checkbox"/>
Supervisor/Manager		
1st Week <ul style="list-style-type: none"> <input type="checkbox"/> Meet daily to assess progress and provide support as needed <input type="checkbox"/> Introduce to team/co-workers <input type="checkbox"/> Discuss JDPa and OCAE forms and establish goals for 1, 3 and 6 months <input type="checkbox"/> Discuss performance appraisal process <input type="checkbox"/> Discuss attendance policies, PTO, etc. <input type="checkbox"/> Review meetings and participation expectations 	2nd Week <ul style="list-style-type: none"> <input type="checkbox"/> Confirm completion of mandatory CBL's <input type="checkbox"/> Discuss Inclement Weather policy <input type="checkbox"/> Discuss department/unit's role in the division, reporting structure, and line-of-sight to Organizational Goals <input type="checkbox"/> Review Supervisor/Manager back-up coverage <input type="checkbox"/> Review department/unit organizational structure 	1st Month <ul style="list-style-type: none"> <input type="checkbox"/> Meet at least weekly to assess progress and provide support as needed <input type="checkbox"/> Review Medical Center communication strategies, including KnowledgeLink, the Link, Employee Forums, departmental meetings, newsletters, etc. <input type="checkbox"/> Review educational assistance opportunities