# ONBOARDING GUIDE for new employees

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| **EMPLOYEE INFORMATION** | | |
| New Employee Name: **LaTonya Grant** | Start date: **August 11, 2014** | |
| Title: **Grants & Contracts Coordinator** | Department/Site: **Research Admin, Dean’s Office** | |
| TU ID:  **915248099** AccessNet name: | Supervisor/Designee: **Sheri Ozard** | |
| *This form is to assist supervisors and new hires in ensuring sufficient onboarding materials and guidance are provided* | | |
| **Topics** | **Completion Date and Comments** | |
| **Preparation in Advance of Start Date** | **Completion Date** | **Comments** |
| **Office/space**:  Jones 315  Ext. 2-5289 (from Melissa’s old desk)  Get key from Ayan  Make name plate  Computer-TU Helpdesk Request |  |  |
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| Announcement regarding new employee and their role   * My team * Jones 3rd Floor * SPA * Monthly Research Admin Group * Individual Emails to PIs in CSD, Nursing, PT, RS |  |  |
| Pre-arrival email to review day 1 details (schedule, location, contact, etc.) |  | Scheduled for 8/6 |
| **Attendance at New Hire Orientation** |  | Scheduled for 8/12 |
| **Department Overview** |  |  |
| **Introductions:**  Colleagues,  Security  VIPs  Office Tour (Jones)  Main campus tour |  |  |
| Internal Staff List  Listservs  Cherry & White Directory  Telephone Operation  Organizational Chart  Order Business Cards  TU Help Desk |  |  |
| Campus Map  Parking information |  |  |
| Review Lunch/Breaks Overtime  University Holidays Vacation Time Off Requests |  |  |
| **Important Policies:** <http://www.temple.edu/hr>  Temple University Rules of Conduct/Employee Handbook  Conflict of Interest  Sexual Harassment  Minors on Campus  EOC Compliance and Ombudspersons <http://www.temple.edu/eoc>  Confidentiality of data |  |  |
| 🗆 Department Dress/Personal Appearance Standards |  |  |
| Office Environment |  |  |
| **Systems Set Up-Access** |  |  |
| Computer |  |  |
| Access Net  TU Portal/Employee Self Service |  |  |
| Banner SSB/INB  Cognos |  |  |
| Remote Access |  |  |
| Listservs |  |  |
| **Goals and Mission – University, Unit and Individual** |  |  |
| Temple Vision/Mission/Values as Relates to Your Department |  |  |
| Department/Unit Goals |  |  |
| New Employee Position Description  Key Priorities |  |  |
| Performance Development Plan Review  First Meeting |  |  |
| **Training – Institutional Programs** |  |  |
| Banner  Concur  Kronos |  |  |
| TU Marketplace  Purchasing Card |  |  |
| PDP Tutorial  Human Resources Training and Development |  |  |
| I-Greentree for Hiring Managers |  |  |