# 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 315Ext. 2-5289 (from Melissa’s old desk) Get key from AyanMake name plateComputer-TU Helpdesk Request |  |  |
|  |  |  |
| 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, SecurityVIPs Office Tour (Jones)Main campus tour  |  |  |
| Internal Staff List Listservs Cherry & White DirectoryTelephone Operation Organizational Chart Order Business CardsTU 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 |  |  |