

Checklist

Onboarding New ANR Employee: First day

MORNING

	Welcome
	Greet the new employee upon arrival. Begin and end the new employee's first day with a face-to-face meeting. If you are out of the office, appoint someone from your team to do so. Introduce new employee to your team.
	Engagement
	During your face-to-face meeting share the program or unit's vision, mission, and how the employee's role relates to it. This is a critical time to ensure success. Review with the employee the position description to ensure clear understanding of job duties and responsibilities. (Read more).
	Documentation
	Using the New Employee Checklist as a guide, have the new employee fill out the new hire documents from the welcome folder you organized two or more weeks back.
	Be sure the new employee is added to your work unit/office roster.
	Tour
	Orient the new employee to their workspace and the rest of the physical environment: restrooms, staff break area or lunch room, mailroom, copy room & supplies, storage area, computer center, library, local café or restaurants).
	Information
	What to do if you are a new employee: Review the following links and other information, as applicable, with your new employee:
	New ANR Employee Guide
	What to Do if You're a New Employee (UCnet: How to create a UC account, complete guide to health benefits, UC retirement decision guide, family member eligibility verification)
	Benefits: Retirement and Health Benefits enrollment time sensitive
	Benefits of Belonging
	Medical Plan Comparison (The Best Plan for You and Your Family)
	Time reporting system and when to submit (includes tips for supervisors)
	Sign up for direct deposit (directdeposit.ucdavis.edu)
	Employee ID Card http://ssc.ucdavis.edu/employee-id/index.html
	Business card ordering information
	Sign up for purchasing card , if applicable
	Work Environment
	ANR Principles of Community
	Assignment for first two weeks that provides an early win
	Have the employee complete an Ergonomic assessment at their new desk. An ergonomic evaluation is required for clerical employees (represented by CUE) and encouraged for all employees.
	ANR Staff Assembly
	Safety resources

	Wi-Fi password, copy code/s, emergency numbers, unit contact information
	Share appropriate dress code
	<i>Employee Support</i>
	Explain or provide the following information
	IT HELP
	Professional development opportunities, funding support, and ANR Learning and Development , and Individual Development Plan
	ANR Portal login (once email account is set up)
	Collaborative Tools (ANR Portal) – add employee to relevant groups
	Share a New hire handbook if your location has one
	<i>Training and Development</i>
	New Employee Administrative Orientation (academic & staff)
	Safety Orientation
	Lynda.com (ANR Portal)
	Supervisor training resources if applicable
	UC Learning Center (UC Davis)
	<i>Technology, Communications, and Access</i>
	Acceptable Use Policy for UC supported computers, networks, video, and audio equipment
	Conference call information, as needed (Zoom)
	Email account set up information
	Wifi Codes
	<i>Travel</i>
	Sign up for a Card, as applicable and review AggieTravel training, Policies, Travel .
	Explain DMV pull notice application, as applicable (read more)
	Public transport commute discounts, as applicable
	<i>Break Rooms/Lactation Room</i>
	<i>ANR Building Davis:</i> Break Room and its guidelines (freezer and refrigerator policy, recycling etc.); Lactation Room second floor; south west corner of building.
	<i>Research and Extension Centers/Cooperative Extension Offices:</i> Check with safety officer for breakroom guidelines.

LUNCH

	Welcome your new employee either at a previously scheduled lunch potluck or at a lunch meeting if one was scheduled.
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AFTERNOON

	Discuss with your employee unit-specific information:
	Your unit's business plan, goals and objectives
	Job description and how role fits in your unit and broader organizational context
	Discuss expectations and set individual goals
	Ensure new hire understands performance management review process (and probationary period, if applicable)
	Discuss work schedule and hours and sick, vacation, and other leave
	Review the first week's assignment and schedule

	<i>Email Account Set Up</i>
	Explain to the employee that they can set up email as soon as they receive their Employee ID number which may take up to a week or so. Here are the steps in the process:
	UC ANR Employees
	Once the hiring forms have been submitted the Business Operations Center (BOC) will enter the employment information into the payroll system and will send you your employee's new ID number via e-mail. New users must create their accounts at UC Davis before they receive a UC ANR email address. As soon as your new employee receives their employee ID, instruct them to go to:
	https://computingaccounts.ucdavis.edu and click on "Get your UC Davis Computing Account"
	Use this option to create your login ID, email address, and passphrase.
	Once they complete their UC Davis email account instruct the employee to email help@ucanr.edu to request their UC ANR email address.
	Employee calls or meets with IT HELP representative (scheduled two weeks before onboarding) to help them with software/shared drives set-up.
	UC ANR Affiliates
	Affiliates located on UC campuses must establish their local campus email account before they receive and email address. Once they have a campus email account instruct the employee to email help@ucanr.edu to request their UC ANR email address.
	To set up email accounts at the local campus UC Berkeley https://calnetweb.berkeley.edu/calnet-me/information-new-users
	UC Merced https://it.ucmerced.edu/services/email/
	UC Riverside: http://cnc.ucr.edu/edir/affiliateacceforms.html#guide_content