First Week Schedule at UC ANR (Template)

Monday

Time	Activity	Onboarding Representative
8:00 am	Welcome to ANR! Arrive at ANR Building 2801 2nd Street, Davis, CA 95616 Meet in lobby	With Supervisor and "buddy" or Peer
8:00 am – 9:30 am	First day orientation w/ Supervisor • Overview job description • Review org chart • Schedules (work days/hours, holidays, leave policies, etc.) • Overview expectations, branding, communications, etc. • Overview of the UC ANR probation process; for academics, review annual evaluation and academic advancement process.	With Supervisor
9:30 am – 10 am	Sign Onboarding Documents • Oath • Position Description, if applicable • I-9 Verification • CTO Form, if applicable • Work Plan, if applicable • Patent Acknowledgement in UCPath	With Supervisor or Designee
10:00 am – 10:15 am	Key Fob set up and orientation	With Facilities
10:15 am –10:30 am	Break	
10:30 am – 11:00 am	Tour building • Printer, supplies, bathroom, breakroom, conference room locations, mail room • Overview 2nd Street Space Guidelines & Handbook, including how to reserve rooms, bikes, etc.	With Supervisor or "Buddy"/peer

11:00 am – 11:30 am	Settle into desk: • Set up tech, email, and calendar • Make list of any office supplies needed; Savannah will order	With IT
11:30 am – 1:00 pm	Team Lunch	With Supervisor and Team
1:00 pm – 1:30 pm	Return from lunch/take a break	
1:30 pm – 3:30 pm	Systems Orientation • Onboarding Box Folder • ANR Website (public vs. employee) • UC ANR Portal • Collaborative Tools • Time Reporting System • UC ANR Learning and Development • Learning Management System o Required trainings: Sexual Harassment Prevention, Ethics and Compliance, Cyber Security Awareness, Implicit Bias • Add UC Holidays to calendar	With Supervisor or Designee
3:30 pm – 5 pm	Work on Onboarding Checklist: • UC Path • ANR Portal • COVID Training & Survey • Expected Trainings Letter • Safety Checklist	

Tuesday

Time	Activity	Onboarding Representative
8:00 am		
8:00 am – 9:30 am		

Time	Activity	
9:30 am – 10 am		
10:00 am – 10:15 am		
10:15 am –10:30 am		
10:30 am – 11:00 am		
11:00 am – 11:30 am		
11:30 am – 1:00 pm		
1:00 pm – 1:30 pm		
1:30 pm – 3:30 pm		
3:30 pm – 5 pm		

Wednesday

Time	Activity	Onboarding Representative
8:00 am		
8:00 am – 9:30 am		
9:30 am – 10 am		
10:00 am – 10:15 am		
10:15 am –10:30 am		
10:30 am – 11:00 am		
11:00 am – 11:30 am		
11:30 am – 1:00 pm		
1:00 pm – 1:30 pm		
1:30 pm – 3:30 pm		

3:30 pm – 5 pm		

Thursday

Time	Activity	Onboarding Representative
8:00 am		
8:00 am – 9:30 am		
9:30 am – 10 am		
10:00 am – 10:15 am		
10:15 am –10:30 am		
10:30 am – 11:00 am		
11:00 am – 11:30 am		
11:30 am – 1:00 pm		
1:00 pm – 1:30 pm		
1:30 pm – 3:30 pm		
3:30 pm – 5 pm		

Friday

Time	Activity	Onboarding Representative
8:00 am		
8:00 am – 9:30 am		

9:30 am – 10 am		
10:00 am – 10:15 am		
10:15 am –10:30 am		
10:30 am – 11:00 am		
11:00 am – 11:30 am		
11:30 am – 1:00 pm		
1:00 pm – 1:30 pm		
1:30 pm – 3:30 pm		
3:30 pm – 5 pm		