[University of South Florida](http://www.usf.edu/)

NEW EMPLOYEE ONBOARDING CHECKLIST FOR FACULTY

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GEMS Employee ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STARTING DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SUPERVISOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NEW EMPLOYEE INTRODUCTIONS

HR DPT

Welcome and Introduction to HR/Admin Staff

Introduction to Department staff/faculty

Schedule Faculty for USF Orientation

ORGANIZATION AND PURPOSE OF DEPARTMENT/UNIT/COLLEGE

HR DPT

Overview of COPH, Dean’s Office key administrators

Discuss function/mission/goals of the department/unit/college

Discuss structure of department/unit/college

Profiles of customers/clients the unit serves

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POLICIES AND PROCEDURES USF/COPH

HR DPT

Regular work hours

Vacation/Sick Leave

~~E~~ducational leave//Parental leave Programs

Inclement weather policy

Employment Visas

Verification of Credentialing for SACS

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FACILITIES/SAFETY/SECURITY

HR DPT

Tour of building, floor, and college: identify entrances and exits, emergency exit routes, fire extinguishers, fire pull alarms and restrooms.

Location of eating area/break room, food options, vending machines, nearby restaurants etc.

Discuss parking permits and parking options.

Issue office and building keys and or arrange electronic access

Review building safety/security/emergency procedures

Discuss health and safety risks (Hazmat, Spills, & W/C)

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INFORMATION SYSTEMS

HR DPT

Departmental network and email accounts

Departmental webpage and intranet

GEMS Self Service (time and attendance request, paycheck stubs)

MYUSF webpage

Canvass

Fast

Other: (TAR, FAIR, PAR)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF COPH HR Representative Date

REQUIRED TRAINING USF

HR DPT

Compliance and Ethics Program

Employee Benefits on line

Diversity, Inclusion and Equal Opportunity

Workplace Safety

Sexual Harassment Awareness

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPECFIC JOB REQUIREMENTS AND EXPECTATIONS

HR DPT

Review job description and general responsibilities

Faculty Assignment.

Introduction to COPH Research Team

Introduction to Educational Technology Team

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT/UNIT SPECIFIC PROCEDURES AND INFORMATION

HR DPT

Employee’s work space/desk/office and keys if applicable

Supplies location/ordering

E-mail/internet: ensure employee has logins and passwords

Outlook calendar access to other’s calendars (if applicable)

Use of phone system and voicemail

Use of office equipment: copiers and user codes (if applicable; fax machines, printers)

Meeting attendance e.g., regular faculty meetings

Staff communication e.g., bulletin boards and e-mail flyers

Inter-office communication, US mail, campus mail couriers (as applicable)

Shipping and FedEx supplies through front desk

Recyling

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OTHER EMPLOYMENT CONDITIONS**

HR DPT

Refer all new Faculty to Marilyn Batchellor, Faculty Affairs

SIGNATURE OF Supervisor of Designee\* Date

**\*Return to COPH HR within 10 days of hire.**