Staff Onboarding

I. Prior to Start Date:
   A. Hiring Manager completes Key Request Form
      1. Admin pulls keys for new hire (day before start date)
   B. Coordinator/AA emails forms for completion/submittal (2 weeks prior to start date)
      1. Business Cards
      2. Nametag
   C. Coordinator adds new hire to Faculty/Staff Directory
   D. Coordinator/AA adds new hire to all pertinent group email lists
   E. Coordinator/AA creates door sign for office
   F. Work Study Student creates new hire mailbox
   G. Coordinator/AA orders necessary office supplies

II. First week
   A. University New Hire Orientation - Day 1 Orientation on Main Campus
      Includes:
      1. UIW Employee Handbook/Policy Review
      2. Benefits Overview
      3. Vehicle Registration
      4. Main Campus Tour
      5. Employee ID Card
      6. University Administrative Departments Overview
         a) Campus Police
         b) Payroll
         c) IT
         d) Accounts Payable
         e) Purchasing
         f) Business Office
         g) Mandatory Online Trainings
            (1) Survival Mindset Training
            (2) Harassment Training
            (3) Mosaic
   B. Training in daily work flow specific to position - Hiring Manager
   C. SOM Orientation (Dean’s Asst. to arrange) - Includes:
      1. HR Overview (HR Specialist)
      2. SOM Organizational Review (Dean's Asst.)
3. Standard Operating Procedures (Dean's Asst.)
   a) Mailing – UPS, Mailroom
   b) Supplies
   c) Travel
   d) Designated Support Staff
   e) Authorization & Reimbursements
   f) SOM Van Use/Enterprise Rentals

4. Facilities (Dir. Accreditation & Planning)

5. Library Services Overview (Dir. Library Services)

6. IT/Academic Support Overview (IT Tech)

7. Curriculum Overview (AD-OMIE)
Faculty Onboarding

1. **CASE Coordinator or AD ADMIN** sends Onboarding Follow-Up Form to Chair
   Includes:
   a) Job title
   b) Faculty rank
   c) Anticipated start date
   d) Candidate contact information
   e) Office location
   f) Professional development eligibility

2. **CASE Coordinator or AD Admin** sends work order to IT to arrange following (2 weeks prior to start)
   a) Computer
   b) Phone
   c) Phone number
   d) Printer access

3. **CASE Coordinator or AD Admin** emails new hire forms for completion:
   a) Emergency Contact
   b) Name Badge Request
   c) Business Card Request
   d) Membership Information
   e) White Coat Instructions
   f) Parking Permit Instruction
   g) LDC Request

4. Dean’s Asst. adds new hire to Faculty/Staff Directory

5. Dean’s Asst. adds to all pertinent group email lists

6. Office door sign and mailbox created as appropriate

7. **CASE Coordinator or AD Admin** completes Key Request Form (day before start date) and pulls key for new hire (start day) as appropriate

8. **CASE Coordinator or AD Admin** schedules orientation
   a) SOM New Hire Orientation (first 2 weeks after start date)
      (1) HR Overview (HR Specialist)
      (2) SOM Organizational Review (Dean's Asst.)
      (3) Standard Operating Procedures (Dean's Asst.)
         i. Mailing – UPS, Mailroom
         ii. Supplies
         iii. Travel
         iv. Authorization & Reimbursements
v. SOM Van Use/Enterprise Rentals
(4) Facilities (Dir. Accreditation & Planning)
(5) IT/Academic Support Overview (IT Tech)
(6) Curriculum Overview (AD-OMIE)
b) Department Chair
c) Mentor
d) Mission & Ministry
e) Faculty Development (Dir. Faculty Development) – Week 1
   (1) OMIE Team Introductions
   (2) Curriculum Orientation (SIGS, LGs, DOCS, STRX)
   (3) Tour of Center for Faculty Development
   (4) Sedona Training
   (5) Osmosis Access
f) Compliance Training – 30 Day Deadline from Start Date
   (1) Mosaic: Prevent Discrimination and Harassment
   (2) Mosaic: Prevent Sexual Violence Together training
   (3) Information Privacy and Security IPS
   (4) FERPA 101: For Colleges and Universities
   (5) Faculty Staff FERPA form
   (6) OSHA Blood-borne Pathogens
   (7) Optional Trainings (based on appointment/research)
      ➢ Animal Care and Use
      ➢ Animal Care and Use: Working with the IACUC
      ➢ Animal Care and Use: Additional Modules of Interest
      ➢ Biosafety: Introductions and Risk Assessment
      ➢ Biosafety: Risk Management
      ➢ Biosafety: Shipping Regulated Biological Materials
      ➢ Biosafety: Selects Agents Biosecurity and Bioterrorism
      ➢ Biosafety: Recombinant DNA Research
      ➢ Biosafety: Animal Biosafety
      ➢ Biosafety: Duel Use Research of Concern
      ➢ Conflicts of Interest
      ➢ Good Clinical Practice
      ➢ Good Laboratory Practice
      ➢ Healthcare Ethics Committee
      ➢ Responsible Conduct of Research
      ➢ Human Subjects Research SOM Mandatory Compliance Training
SIGS Facilitator Onboarding

I. Prior to Start Date:
   A. CASE Coordinator emails forms for completion/submittal (2 weeks prior to start date):
      1. Nametag
      2. Parking Permit
   B. CASE Coordinator adds new hire to Faculty/Staff Directory
   C. IT adds new hire to all pertinent group email lists

II. First week
   A. Day 1 – CASE Coordinator arrange first day schedule and send confirmation to new hire in advance
      1. Get ID/Access Card – CASE Coordinator
      2. Get Name Badge (if available) – CASE Coordinator
      3. SOM Orientation – Dean’s Asst.
         a) SOM Organizational Review
         b) Standard Operating Procedures (SOPs)
   B. SOM Mandatory Compliance Training (see II.A. 9c) – Director of Professional development