NEW EMPLOYEE ORIENTATION CHECKLIST | FOR NEW PERMANENT UNC – CHAPEL HILL EMPLOYEES

*This checklist is designed to assist new employees as they become oriented at the University of North Carolina at Chapel Hill. It serves as a tool for communicating relevant University and department-specific policies, administrative procedures, position responsibilities and expectations and other essential information.*

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| Employee’s Name: |       | PID Number: |       |
| Department Name: |       |
| Title: |       |
| Position Number: |       | Hire Date: |       |
| Supervisor: |       |
| HR Contact (Name and Email): |       | Benefits Contact: | benefits@unc.edu  |

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| **Check ☑ When Each Task is Completed**  |
| **Before You Begin Work** |
| [ ]  Receive Appointment/Contract letter (job offer) |
| [ ]  Confirm acceptance of offer, start date, orientation location and start time. Note: It is recommended that you arrive at least 20 minutes prior to orientation to ensure on-time arrival.  If you are more than 30 minutes late, you will be scheduled for the next available session.  |
| [ ]  If you are a visiting student or scholar, refer to the following information regarding work authorizations:  <https://web.archive.org/web/20140222220154/oisss.unc.edu/students/newstudents/prearrive.html> and report to  International Student and Scholar Services (ISSS) to confirm work eligibility: International Student and Scholar ServicesRoom 2004, FedEx Global Education Center Telephone: 919-962-5661301 Pittsboro Street Facsimile: 919-962-4282University of North Carolina at Chapel Hill Email: oisss@unc.eduChapel Hill, NC |
| **Your First Day of Employment** |
| [ ]  Attend “Welcome to Carolina Blue” New Employee Orientation from 8:30 a.m.-1:00 p.m. |
| [ ]  Complete New Employee forms and documentation at Orientation.  **If you work outside of the state of North Carolina please reach out to:** Stephanie May Multi State Accountant multistatetax@unc.edu |
| [ ]  Identify date your insurance elections are due: |
| [ ]  Identify date your retirement elections are due:  |

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| [ ]  Identify the name of your assigned benefits consultant through [new.unc.edu](https://new.unc.edu/)  |
| [ ]  Read all employee policies at [new.unc.edu](https://new.unc.edu/) |
| [ ]  Report to your work site/ set up zoom meeting with your supervisor  |
| [ ]  Meet other staff members  |
| [ ]  Tour the building and immediate work area with supervisor (if on site) |
| [ ]  Set up your email account |
| [ ]  Receive keys and other required equipment |
| [ ]  Review the department's organizational chart and its relationship to campus |
| [ ]  Sign a non-disclosure, non-compete or other agreement relevant to appointment (if applicable) |
| [ ]  Meet with your departmental Human Resources Representative to:

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| * Review department policies and procedures
* Learn about leave reporting in the Time Information Management (TIM) system
 | * Obtain Onyen
* Obtain Parking Permit (if appropriate)
* Review break/vacation/sick/personal leave policies
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| [ ]  Review your office's policies and procedures including:

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| * Work schedule
* Telephone, e-mail, and Internet use
* Office organization (files, supplies, etc.)
* Office resources (directories, dictionaries, style manuals, computer program manuals, staff listing, etc.)
* Mail drop
 | * Process for requesting time off
* Staff meetings
* Customer service philosophy
* Emergency procedures and management contacts
* Office standards and procedures
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| **Your First Week/Month/Year of Employment** |
| [ ]  Review the Milestones page at [new.unc.edu](https://new.unc.edu/) and complete all steps  |
| [ ]  Within 90 calendar days of hire:* If your highest post-secondary degree was obtained from an international institution of higher education, you must obtain foreign degree equivalency from an accredited credential evaluation service as a condition of employment. For more information, refer to the [background check procedure](https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131721).
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