IOWA | State Hygienic Laboratory

New Employee Onboarding Checklist

On your first day you can expect:

The **supervisor/staff member** will take care of initial greeting and wayfinding including;

- Meet employee at designated place
- Escort staff to HR to complete necessary paperwork
- Escort staff member to facilities staff representative to gain badge access and go through security training
- Escort staff to IT staff representative to get set up in IT systems including HawkID
- Give new member a tour of laboratory including pointing out wayfinding like restrooms, breakrooms and parking.
- Go over the Missions, Vision, Values and Beliefs of the State Hygienic Laboratory.
- Discuss dress code, hours of operation, and general work expectations

Duties completed by **employee** as they onboard with assistance from supervisor or other staff:

Make sure that your workstation is set up (Job Applicable) with help of SHL Support

- Computer equipment
- Printer
- Fax etc.

You have the needed access to:

- Employee Self Service
- Skype for business
- Office 365
- iPassport
- OpenElis (Job Applicable)

Review the following material;

- SHL New Employee Onboarding Resource
- iPassport Training Material
- Complete Required Compliances found in Self-Service
- Review University of Iowa Onboarding Resources
- Review University of Iowa Benefits