

Onboarding Guidance/Checklist

This is intended to be a living document that can be continually edited and updated following the feedback we receive from all the parties involved.

Please click [HERE](#) to provide us with your feedback about this tool.

Task	Resources
BEFORE START DATE	
<p>HR will Send a welcome email</p> <ul style="list-style-type: none"> ○ A reminder to bring two forms of identification ○ A Link to UI Staff Handbook (Optional Reading) ○ Direct New employee to complete/sign HR documents <p>HR will also;</p> <ul style="list-style-type: none"> ○ Complete new appointment transaction form through workflow and route to supervisor via email for approval. ○ Gather information regarding compliances, system requirements etc. from supervisor and assign compliance trainings. ○ HR Coordinator sends out an email to new hire when HawkID is available and includes instructions about setting up password, DUO and IowaOne card. Confidentiality form must be signed first. ○ Work with Facilities to provide new hire with needed building access and/or confirm with new hire that they have (IowaOneCard) and/or Keys Information. Email sent by coordinator with supervisor copied. 	<p>(Refer to HR process workflow HERE)</p>

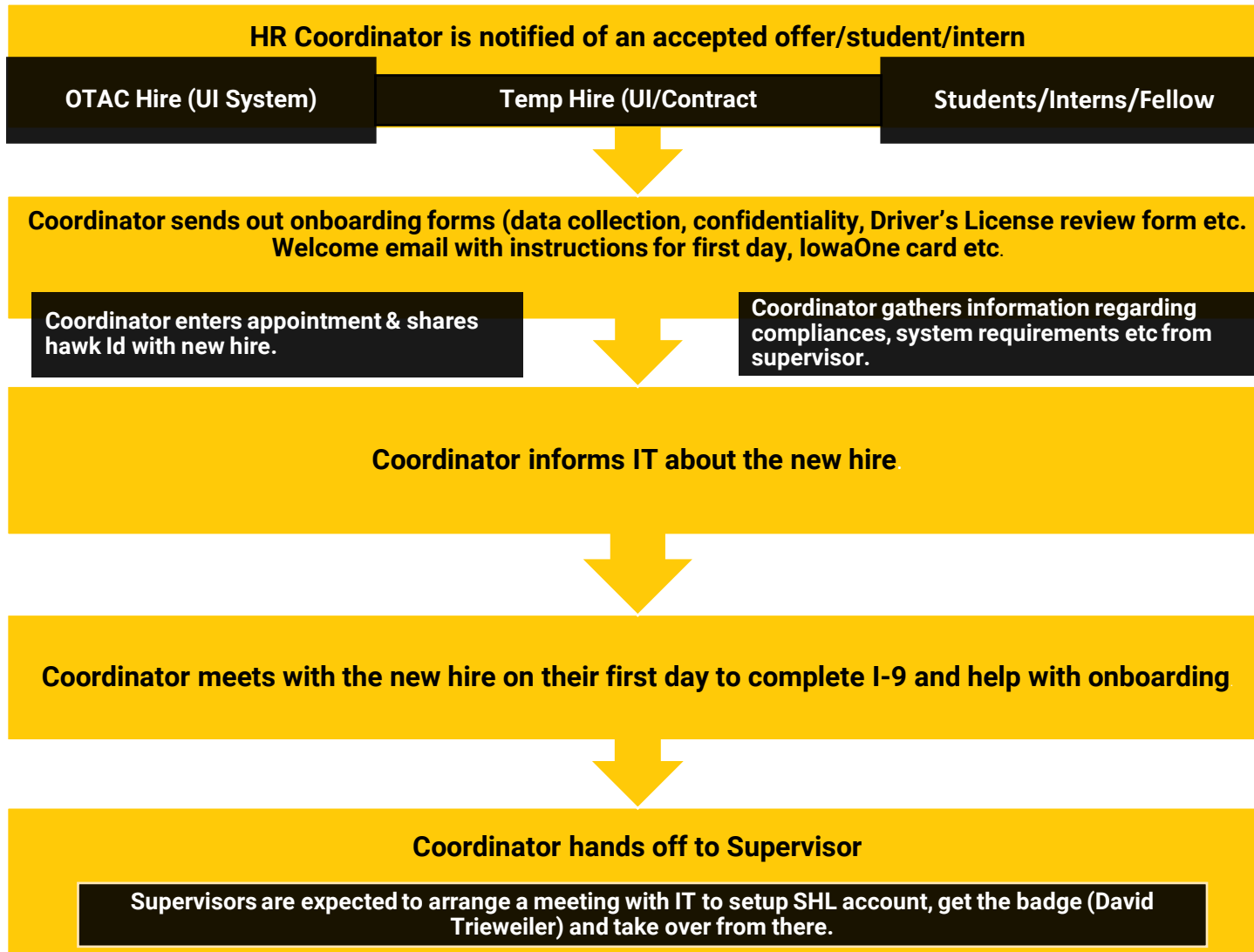
Task	Resources
<p>The supervisor prior to hire will;</p> <ul style="list-style-type: none"> ○ Send a welcome email to new employee including offering to answer questions prior to first day. Information about arrival, parking, dress code, first day agenda etc.) (Sample available in the Appendix A) ○ Announce hire to team and post in SHL Message ○ Develop first day agenda ○ Identify a staff member that could serve as a mentor/ambassador to help the hire with the transition ○ Review APHL New Employee Orientation Guide <p>The supervisor will also work in conjunction with HR, Facilities, and IT to make sure new hire will be set up for success.</p> <ul style="list-style-type: none"> ○ Provide HR Coordinator with information regarding compliances the new hire needs to complete ○ Immunizations-appointment-scheduled with UEHC (<i>if applicable</i>) ○ Order new employee lab coat (<i>contact safety officer if job applicable</i>) 	<p>Refer to Appendix A for a sample email</p> <p>University of Iowa New Employee Onboarding</p> <p>University of Iowa Staff Handbook</p> <p>APHL New Employee Guide</p> <p>iPassport 310: SHL Employee Handbook</p> <p>shlmessage@uiowa.edu</p>
FIRST DAY	
<p>The supervisor will take care of initial greeting and wayfinding including;</p> <ul style="list-style-type: none"> ○ 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 ○ Give new member a tour of laboratory including pointing out wayfinding like restrooms, breakrooms and parking. <p>Suggestions for best practices on first day;</p> <ul style="list-style-type: none"> ○ Welcome Lunch (could be group lunch) ○ 1:1 Meeting with Supervisor to cover SHL mission, vision and culture. Describe the functions of each unit. ○ Discuss Dress Code, hours of operation and any general work expectations ○ Go over how the staff will be trained (Highlighting Compliances and their due dates) 	<p>HawkID Tools</p> <p>About SHL</p> <p>Career Advancement Resources</p>

Task	Resources
<ul style="list-style-type: none"> ○ Overview of what the new hire will be expected to focus on in the first three months ○ Set the goals for the first week ○ Discuss any potential for career advancement in their specific position or in the university as whole. ○ Schedule Recurring 1:1 Meeting 	
<p>HR will meet with new employee and complete the following items on the first day;</p> <ul style="list-style-type: none"> ○ Complete Section 2 of I-9 ○ Discuss benefits and enrollment questions ○ Walk staff through Self Service resources 	
<p>IT staff will help a new employee with the following tasks;</p> <ul style="list-style-type: none"> ○ Assist with HawkID password ○ Assist with SHL password ○ Assist new hire with workstation orientation and customization ○ Discuss and implement any accessibility solutions the new hire needs 	
FIRST TWO MONTHS	
<p>The supervisor will consult with Biosafety Officer to review pertinent training needs including;</p> <ul style="list-style-type: none"> ○ General Safety policy & procedures ○ Review Location of any applicable Safety Data Sheets (Job Specific) ○ Discuss and demonstrate location of waste disposal materials ○ Tornado/Fire Policy & Procedures 	<p>Safety 1909- SHL Coralville Emergency Procedures (Available in iPassport)</p> <p>Safety 1908- Ankeny Emergency Procedures (Available in iPassport)</p> <p>Safety 1629- Personal Electronic Devices in Lab (Available in iPassport)</p>
<p>The supervisor will check in with the QA team for necessary training including;</p> <ul style="list-style-type: none"> ○ Basic understanding of QA principles. ○ iPassport and OpenEllis training ○ Provide new hire with iPassport training guides listed in resources. 	<p>QA 1948- iPassport Training Guide</p> <p>QA 1952- Training Video: iPassport Basics</p>

Task	Resources
<p>Supervisor suggestions for best practices in onboarding;</p> <ul style="list-style-type: none"> ○ Plan one to two-hour Job Shadowing sessions for the new employee each day of the first week. ○ Plan for observed job applicable hands-on training for new employee (such as side-by-side lab testing, customer interaction and support, using tools and equipment, etc.) ○ Set up meeting for employee with key unit supervisors/staff ○ Meet or introduce employee to key SHL partners ○ Meet 1:1 to reflect on accomplishments and address any challenges 	<p>APHL New Employee Guide</p> <p>University of Iowa New Employee 90-day check</p>

Please don't forget to offer your feedback about this checklist by following this link:
https://uiowa.qualtrics.com/jfe/form/SV_dbXRqM0t4kcpZGu

Human Resources Onboarding Process (Courtesy of Sambave Sivakumar, HR Coordinator)



Appendix A

Sample: New Employee Welcome Email from Supervisor

(Sent Upon Acceptance of Offer) (Adapted some information from <https://hr.uiowa.edu/sites/hr.uiowa.edu/files/2021-08/Onboarding%20Toolkit.pdf>)

Hello [First Name],

My name is (your name and title). I will be your direct supervisor. On behalf of all the members of the team, I would like to welcome you to the [State Hygienic Laboratory, \[Unit\]](#)!

I'm delighted to know that you have decided to accept the position and that your starting date is [Date]. We are excited to have you on our team.

We are preparing things for your first day, which will include meeting your new colleagues and learning more about this great place. I will send you more information about the first day as we get closer to your start date. I just wanted to say hello and welcome!

In the meantime, we have the following videos to help you learn more about the University of Iowa and about the State Hygienic Laboratory (SHL). Watching these videos is optional. You will be given plenty of time during your first few weeks to go over university and SHL policies and procedures.

1. University of [Iowa Welcome to you](https://hr.uiowa.edu/careers/new-employee-onboarding/iowa-welcome) (<https://hr.uiowa.edu/careers/new-employee-onboarding/iowa-welcome>) a series of brief videos that provides information and resources to welcome you, and to help you get familiar with our great university and the opportunities awaiting you.
2. One-minute YouTube video about the State Hygienic Laboratory: [Keeping Iowans Healthy: State Hygienic Laboratory at the University of Iowa](#)

Again, welcome, [Firstname]! If you have questions, you can reach me at _____ or _____.

Best,

Name