PHHP New Employee Orientation Checklist

Department Contact: _______________________  Hire Name: _______________________
UFID: _______________________

Please check off all reviewed items

1. College Snapshot (see Learn about College in Resource Guide)
   □ a. Overview the College (e.g. how many faculty, students, and staff; the dean, the
       departments, and programs offered) and the College Mission Statement and Philosophy
   □ b. Cover the Department/Program Area Mission Statement
   □ c. Describe how the person’s individual job helps support the college and department
   □ d. Review the Organizational Chart – provide copy in packet
   □ e. Review Faculty and Staff in the Dept/Area and other critical College personnel (e.g.
       dean’s office business staff); for faculty make sure faculty senators and their roles are
       included – provide a directory in packet or where to locate electronically
   □ f. Review Faculty and Staff at UF and affiliated sites who are critical people for the person
       to know to do his or her routine job; make sure president, provost, and VP for health
       affairs are covered – provide contact information for personnel outside college who are
       critical for the employee to know to do their jobs on a routine basis

2. College Web Site
   □ a. Review how to find college and departmental information; conduct a hands on tour of our
       web site
   □ b. Show and explain Faculty-Staff Resources – provide copy of table of contents in packet

   □ a. Ensure employee understands what the UFID, Gatorlink ID’s, and GatorOne card are
       used for and how to use them – review policy on carrying ID
   □ b. Show employee how to access my.ufl.edu and its uses
   □ c. Review purpose of NERDC if appropriate to position
   □ d. Explain how to get a parking decal and the restrictions on the different kinds of lots
   □ e. Ensure employee knows how to report time, how and when get paid
   □ f. Review the leave policy – how to request and obtain approval, how to fill out leave form,
       documentation required – provide copy of leave form in packet--Leave Entitlements
   □ g. Review the overtime compensation policy
h. Review procedures for and approval of travel
i. Review use of state vehicles and how to acquire
j. Review how to obtain business cards, keys, and supplies (general office and computer supplies, etc) and provide supplies for person to get started in position
k. Provide contact information in packet for discussion of benefits and worker’s compensation issues
l. Briefly review grievance procedure
m. Cover ongoing compliance needed for HIPAA, BBP
n. Review Faculty Guidelines for Ineligible Tenure Promotions
o. Review FMLA

4. Telephone and Computer Systems (see Getting Started in Resource Guide)

   a. Show employee how to use the phone – provide phone system instructions in packet, explain different exchanges on campus
   b. Show employee how to use Microsoft Outlook – show web computer training information location
   c. Show employee the basic departmental set up regarding how to access files needed for job that already exist, the Share Drive, list.sers available to them
   d. Review IT support and how it is requested
   e. Review highlights of the Acceptable Use Policy (e.g. don’t share password, locking computer, protecting data). Refer to http://www.webadmin.ufl.edu/policies/ for full copies of Acceptable Use and Social Media policies

5. Additional Training Needed for Position – ensure additional training needed for position is arranged

   a. Fiscal records management
   b. Student records
   c. Research forms, DSR, and IRB procedures
   d. Computer programs
   e. Other training deemed essential for position

6. HPNP Building, HSC, and UF Locations Critical to the Position - provide maps in packet; also see Maps in Resource Guide

   a. HPNP Building
   i. Basic building layout and shared space with Nursing and Pharmacy - consider providing a tour to include dean’s office, departments, auditorium, and items noted below
   1. Vending and ATM
2. Restrooms
3. Break areas – departmental and reception hall
4. Emergency exits and emergency procedures
5. Elevators – make sure include how to request assistance if stuck or in case of emergency
6. Student Services Center
7. Mail – Fed ex and routine business locations for mail
   a. Classroom Scheduling and Use (see Getting Started [Teaching Information section] in Resource Guide)
      1. How to request space – show web-based request system
      2. Obtaining keys for classrooms and other areas
      3. Using classroom computers and accessing IT support
   b. Health Science Center (see Health Science Center in Resource Guide)
      i. Post office
      ii. Bookstore
      iii. HSC Library System – show on line access, who our assigned librarian is, etc
      iv. Credit Union
      v. Food Services – Shands Cafeteria area and Sun Terrace
      vi. Newspapers and Gift Store
      vii. EAP and Human Resources Satellite Office
   c. UF (see Health Science Center and University of Florida in Resource Guide)
      i. Key locations persons might have to go to (e.g. Tigert, Criser, O’Connell Center, Grinter Hall, Reitz Union, etc.)
      ii. Places to eat
      iii. UF Bookstore
      iv. Museums, Performing Arts, Recreational Opportunities

7. The Gainesville Community (see Learn about Gainesville in Resource Guide)
   a. Cultural events and opportunities
   b. Recreational resources
   c. Gainesville Sun
   d. Schools
   e. Alachua County

Revision 8/2014