# Checklist for New Employees - Student Employee

## Employee Name: ___________________________  Start Date: ____________

### Employee To-Do List

#### On or before the first day of work:
- Visit Human Resources (BA 110) to complete New Hire forms on or before the 1st day of work. *(Bring bank routing/account number and proof of eligibility to work in the United States; see list of acceptable documents from your supervisor.)*
- Complete the Conflict of Interest Disclosure Statement. *(For questions call ext. 8156 or go to: [www.uvu.edu/compliance](http://www.uvu.edu/compliance).)*

#### Within the first 30 days of work:
- Complete the Harassment & Discrimination Prevention Training. You will receive an email (to your Outlook account) with a personalized link to the training. For more information, contact the Office for Equal Opportunity & Affirmative Action at [UVUTITLEIXTRAINING@uvu.edu](mailto:UVUTITLEIXTRAINING@uvu.edu)
- Meet with your supervisor to cover the topics listed in the Topics to be Covered by Department/Supervisor section (below)

### Visit NewUVU (www.uvu.edu/hr/new2uvu)

Designed to introduce new employees to Utah Valley University and assist new employees with the transition to working in the university environment. At NewUVU you will find out how to:
- * Discover UVU
- * Start Your Career
- * Grow, Develop, & Connect

### Information Covered in Online Resources -- search uvu.edu

- UVU Organizational Overview/Mission
- Paydays/Payroll
- University Policies and Procedures
- University Emergency Procedures
- Student Health Services
- IT Services & Helpdesk
- Accessibility Services
- Campus Connection
- Volunteer Service and Learning Center

### Topics to be Covered by Department/Supervisor

**Supervisors: Within first 30 days, please review and check off items as you address them with your new employee.**

- Job Duties & Performance Expectations
- Clarify Terms of Employment
- Work Schedule/Breaks/Lunch
- Recording Hours Worked *(Banner, dept. procedures, etc.)*
- Requesting Time Off *(dept. procedures)*
- Keys, Building Use, Security
- Department Safety Plan & University Emergency Procedures
- Department Organizational Chart
- Equipment Use & Access *(computers, copy machines, etc.)*
- Telephone Use/ Etiquette/Voicemail/Directory
- E-mail Account & Usage Tips
- Emergency Notification Information
- Interrelationships with other Departments/Key Contacts
- Job’s Importance to Department, School, & University Goals and Objectives
- Review Code of Conduct *(http://www.uvu.edu/compliance/)*
- Other__________________________________________

Sign when New Employee Checklist is completed *(file in department, copy to employee, copy to HR)*

Employee: ___________________________  Date: ____________

Supervisor: ___________________________  Date: ____________