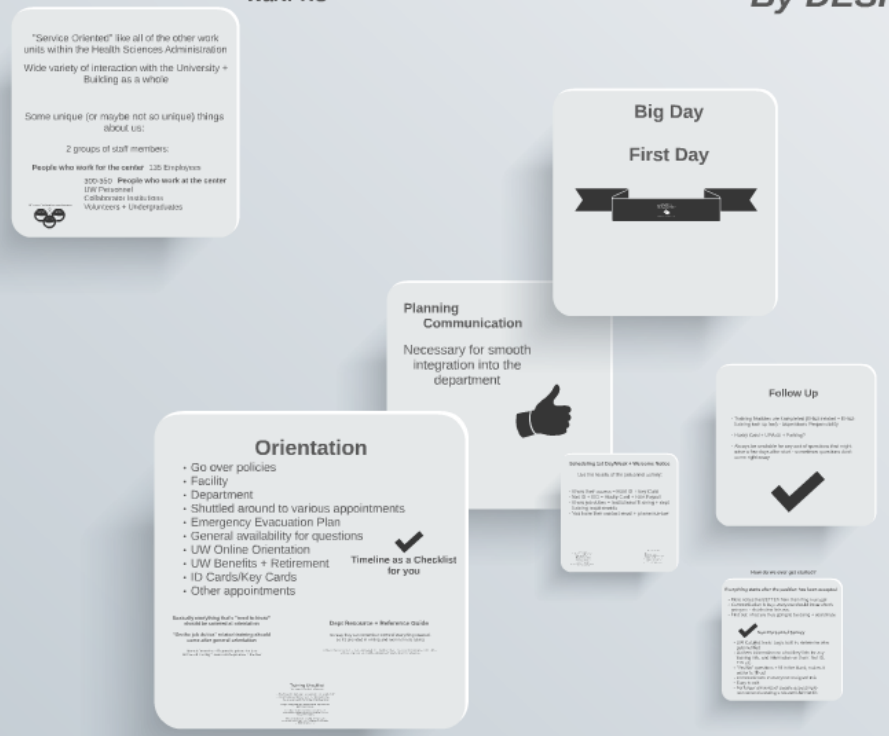
Welcome to the decentralized University

WaNPRC

By DESIGN



Q's?

rained@uw.edu

Onboarding

Onboarding

Health Sciences Administration
Supervisor Training

Welcome to the decentralized University

WaNPRC

By DESIGN

"Service Oriented" like all of the other work units within the Health Sciences Administration

Wide variety of interaction with the University + Building as a whole

Some unique (or maybe not so unique) things about us:

2 groups of staff members:

People who work for the center 135 Employees

300-350 **People who work at the center**
UW Personnel
Collaborator Institutions
Volunteers + Undergraduates

Big Day

First Day

Planning
Communication

Necessary for smooth integration into the department

Orientation

- Go over policies
- Facility
- Department
- Shuttled around to various appointments
- Emergency Evacuation Plan
- General availability for questions
- UW Online Orientation
- UW Benefits + Retirement
- ID Cards/Key Cards
- Other appointments

Timeline as a Checklist for you

Basically everything that's "need to know" should be covered at orientation

"On the job duties" related training should come after general orientation

Dept Resource + Reference Guide

No way they can remember 100% of everything covered on it's arrived in writing and ready for later taking

Training Checklist

Follow Up

- Training Modules are Completed (EH&S related = EH&S training look up tool) - Supervisors Responsibility
- Husky Card + UPASS + Parking?
- Always be available for any sort of questions that might arise a few days after start - sometimes questions don't come right away

Scheduling 1st Day/Week + Welcome Notice

Use the results of the personnel survey:

- Know their access = HSE ID + Key Card
- Net ID + EID = Husky Card + HSA Payroll
- Know job duties = Institutional Training + dept training requirements
- You have their contact email + phone number

How do we ever get started?

Everything starts after the position has been accepted

- Many notice the BETTER from the hiring manager
- Communication is key, everyone should know what's going on - distribution lists etc.
- Find out what are they going to be doing + coordinate

New Personnel Survey

- UW Catalyst tools: Logic built in, determine who gets notified
- Gathers information on: what they'll do for any training info, and information on them: Net ID, EID etc.
- "Yes/No" questions + fill in the blank, makes it easier to fill out
- Communicates to everyone assigned in it
- Easy to edit
- For larger amounts of people accessing it- recommend creating a Shared UW Net ID

WaNPRC

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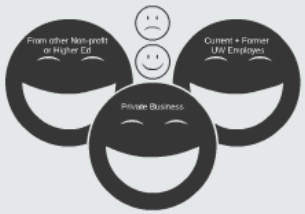
All "personnel" go through our orientation process



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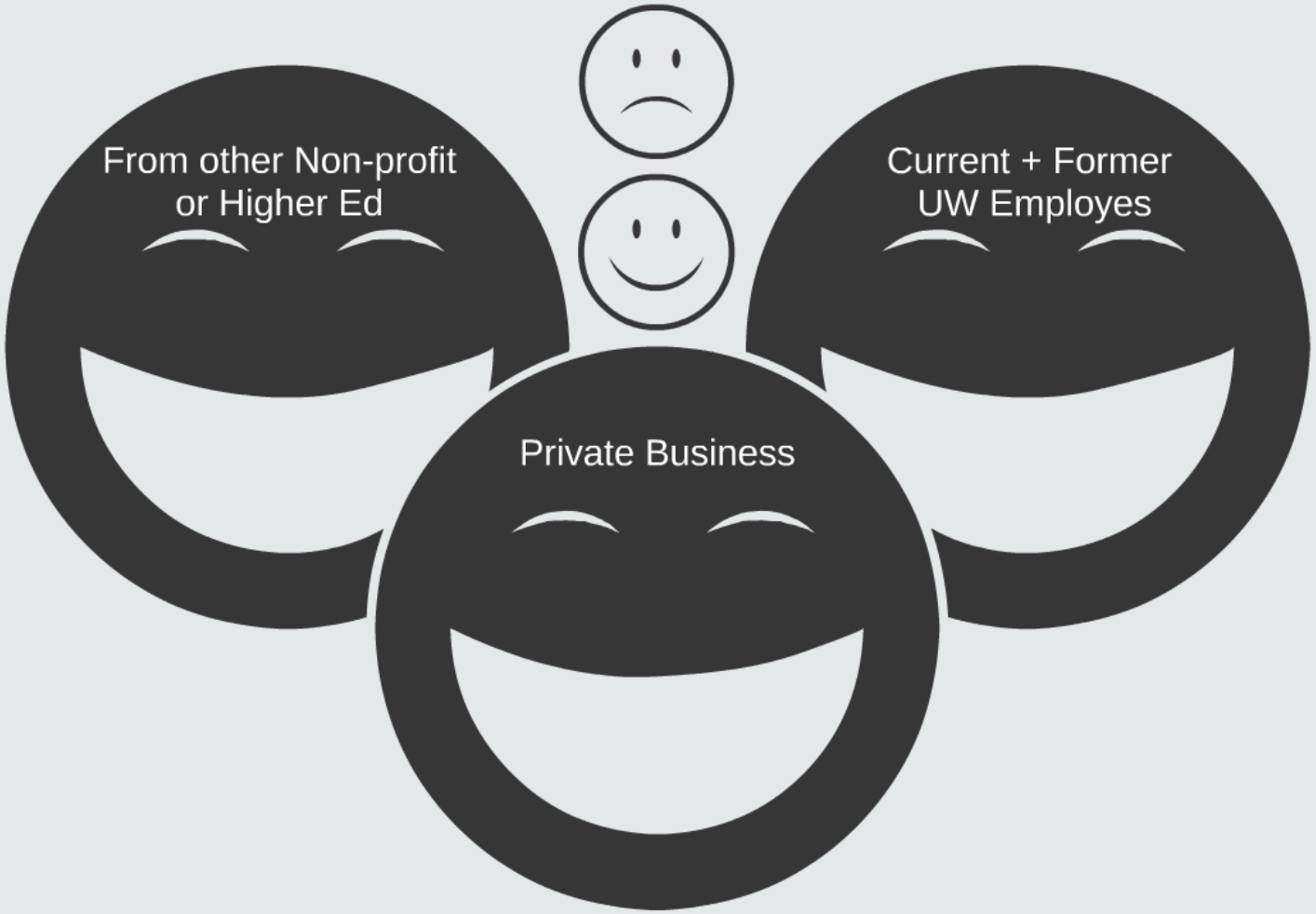

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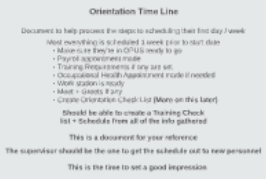

Orientation Time Line

Document to help process the steps to scheduling their first day / week

Most everything is scheduled 1 week prior to start date
- Make sure they've in OPUS ready to go
- Payroll appointment made
- Training Requirements if any are set
- Occupational Health Appointment made if needed
- Work station is ready
- Meet + Greets if any
- Create Orientation Check List (More on this later)

Should be able to create a Training Check list + Schedule from all of the info gathered

This is a document for your reference

The supervisor should be the one to get the schedule out to new personnel

This is the time to set a good impression

Welcome Call / Email + Schedule

- Directions
- Who to call if they're lost
- Copy of the I-9 ID requirements for Payroll
- Schedule of events
- Husky Card usually available 1 business day after payroll, let them know they will have to pay for parking/bus fare until they have one
- DON'T FORGET TO SCHEDULE LUNCH!

Be sure to CC other people in the dept. to keep them in the loop

Preferably before the end of the week prior to start

They might have questions that come up later

Keep all of the communicated info as templates for future new personnel

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Big Day

First Day

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PLANNING FOUNDATION PAY OFF

- Everyone should be filled in with the schedule
- New Personnel knows where to go, and what to
- Schedule should be accounted for for the first day with all planned down time + making sure the new personnel are shuttled around to all of the appointments necessary

Getting everyone on the same page is key to a smooth start

Necessary for smoo
integration into th
department

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General Orientation = Required to get into the door

Dept Resource + Reference Guide

No way they can remember 100% of everything covered- so it's provided in writing and room for note taking

Contains Dept contacts, UW phone numbers (HR + Benefits office), HSA contacts, Emergency Information, and anything else that would be relevant and "need to know" for reference

Training Checklist

Document is for their reference

- Deadlines for Training / Retirement / Etc Related info
- For all Training / Retirement / Etc Related Links:
  Be sure to send them day of or day after

Doing Training / Retirement Forms / Etc fill any down time during their first day

I usually send them an individual email for each requirement + training module, more work but ensures they get it + tracking

(Include instructions on forwarded training module confirmation emails to you + save instructions as a template for future new personnel)

Other appointmen

Basically everything that's "need to know" should be covered at orientation

"On the job duties" related training should come after general orientation

General Orientation = Required to get into the door
On the Job Training = How to do the job once in the door

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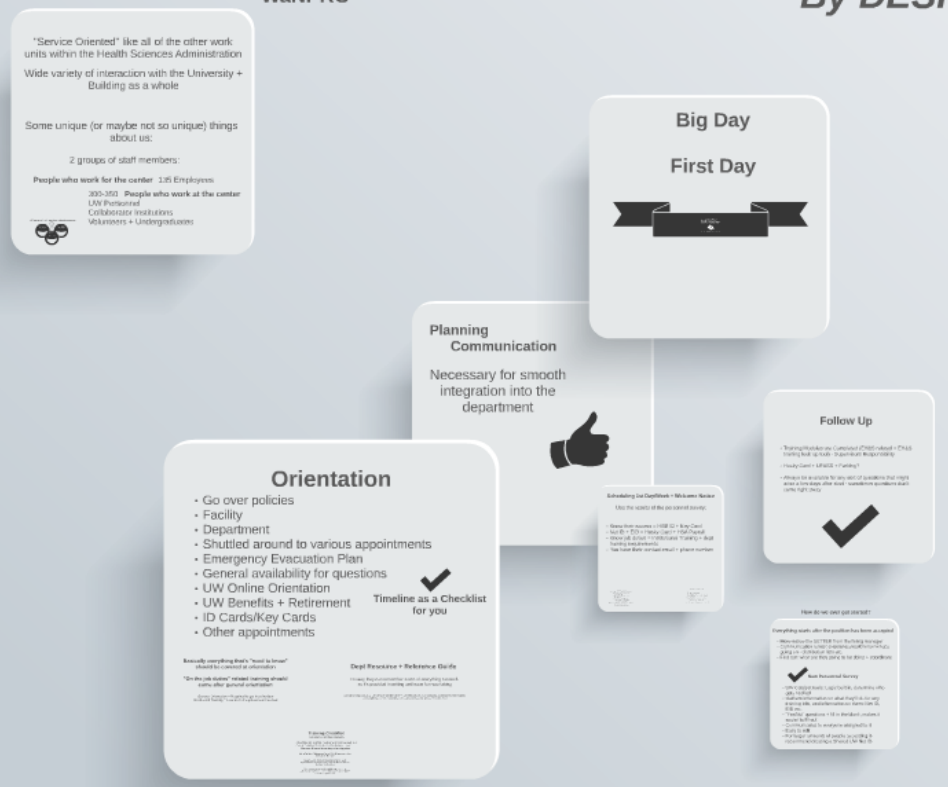

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