

SVM Supervisor New Hire Orientation Check List

New Employee's Name: _____ Start Date: _____

Position: _____

Supervisor: _____ Office/Work Location: _____

Prior to Start Date

Create a welcoming, smooth and easy entry to the UW-Madison and your unit/department work environment.

Task	Complete ✓
1. Schedule tour of UW Veterinary Care with UWVC Director (Contact Dean's office)	
2. Schedule new hire to attend biennial SVM welcome session by Dean: Next sessions: October 2, 2015 & February 12, 2016 (before monthly get-together)	
3. Schedule meetings with new hire's colleagues (as appropriate)	
4. Coordinate office/work station equipment needs with Dept. Admin/Manager <ul style="list-style-type: none"> • Computer set up / Printer/printer access / Phone line/number • Clean office/work space • Provision with basic supplies 	
5. Coordinate first-week schedule: <ul style="list-style-type: none"> • Reporting location • Parking arrangements • Arrival time • Meetings and introductions • Lunch arrangements • Other meetings and/or trainings 	

Processes to Begin Day 1/Week 1

Welcome, orient, and begin connecting the new hire to the culture and people at the SVM. Help orient the new hire to the department, the SVM, and UW-Madison.

Task	Complete ✓
1. Welcome the new hire (lobby or office)	
2. Provide brief introductions to key staff	
3. Provide overview of orientation plan	
4. Review Day 1/ Week 1 schedule	

5. Assist new hire in obtaining keys for office/lab (or coordinate with Dept Admin)	
6. Confirm new email address and phone number	
7. Escort the employee around the unit, making introductions, noting key locations and describing basic operations	
8. Assist in getting Campus ID <ul style="list-style-type: none"> • Bus pass (if desired) • Assist with obtaining authorization for building access 	
9. Discuss: <ul style="list-style-type: none"> • Unit/role specifics (travel policies, policies and procedures, etc.) • Job expectations • Probationary periods • Performance review • Access to administrative and technical support • Access to departmental parking permits (if appropriate) 	
10. Workspace overview <ul style="list-style-type: none"> • Provide written instructions (or link) for voicemail retrieval: https://www.doit.wisc.edu/telephone/voice-mail/ • Computer logon and email setup • Remote access instructions (if needed) • Assist in ordering business cards (if appropriate) • Describe unit calendaring and communication processes 	
11. Provide overview of office supplies and how to order, equipment (e.g. copy/fax/printers, supplies, mailing procedures)	
12. Provide information on SVM and department web resources <ul style="list-style-type: none"> • MyUW (access to paystubs, leave, benefits, etc.) • Emergency Contact Update – www.wisc.edu/MyUW/Work Record/Personal Info. • SVM Bio update: https://vetmed.wisc.edu/intranet/directory/bio 	
13. Explain time, attendance and payroll documentation <ul style="list-style-type: none"> • Payroll calendar • Holiday and personal leave • Timesheet access and requirements • Leave reporting procedures/process 	
14. Assist in enrollment for any training/information sessions (e.g. New Employee Orientation, Benefits 101, etc.)	
15. Provide overview of any unit/department regular meetings	
16. Consult with new hire and identify key people	

Weeks 2-4 (first month)

Help to connect with the SVM and campus community.

Task	Complete ✓
1. Continue to coordinate meetings with key people	
2. Identify issues and concerns in need of resolution	
3. Verify that the employee has been introduced to all co-workers and is adjusting to the new work environment	
4. Identify and provide needed training and support	

Within first 6 months

Continue connecting with employee and evaluating orientation process.

Task	Complete ✓
1. Schedule a meeting or informal coffee break or lunch get-together to discuss the employee's questions and concern	
2. Conduct a formal performance review (either mid-term or probationary as appropriate)	

End of 1st year

Evaluate the orientation experience.

Task	Complete ✓
1. Conduct a formal performance review (as appropriate)	
2. Continue to have discussions and other informal events that help integrate the employee into the team	
3. Obtain comprehensive orientation evaluation from new hire	

Updated June 2015