

New Employee Checklist (Adjunct Faculty)

Employee Name: _____ Start Date: _____

Employee To-Do List

On or before 1st day of work:

- Visit Human Resources (BA 110) to complete New Hire forms on or before the 1st day of work. (Take bank routing/account number and proof of eligibility to work in the United States; see list of acceptable documents from your supervisor)
- Complete Background Check Authorization and Information email. (**Background check must clear before you start working.**)
- Complete online application (if not yet completed).
- Complete the Conflict of Interest Disclosure Statement. (For questions call ext. 8156 or go to: www.uvu.edu/compliance)
- Go to Parking Services (936 South 400 West) for your parking permit. (Take an employee verification memo (from your department) and license plate number(s).)

Within first 30 days of work:

- Find out your UV Identification Number (UVID) Number: _____
(To find your UVID, visit "UVLink" from the UVU homepage or <http://uvlink.uvu.edu>. In the green box below the log in area, select "Find My UVID"; please check 24 to 48 hours after completing new hire paperwork in HR.)
- Go to Campus Connection (SC 106) for your UVU Employee ID card. (Take an ID request form with your UVID number (from your department), photo ID, and any necessary fees. For fee schedule contact Campus Connection at 801-863-8797.)
- Meet with your Department Chair to cover the topics listed in the Topics to be Covered by Department Chair section (below).
- Go to Facilities for your key (if applicable) after you are notified.
- Complete the Preventing Sexual Harassment Training at <http://uvlink.uvu.edu>. Select the "Employee" tab. Select "Services & Resources" (upper left corner). In training channel, select the link "Preventing Sexual Harassment Online Training". Select the appropriate training module for your position (faculty, supervisory, non-supervisory).
- Sign up and attend New Adjunct Orientation. (In August & January) Contact Ursula Sorensen, ext. 8372.

Visit New **2** UVU (www.uvu.edu/hr/training/newemployee.html)

Designed to introduce new employees to Utah Valley University and assist new employees with the transition to working in the university environment. At New **2** UVU you will find out how to:

- * Discover UVU
- * Start Your Career
- * Enjoy the Benefits
- * Grow, Develop, & Connect

Information Covered in New Adjunct Orientation – Required Attendance

- Campus Walking Tour
- Tuition Waiver/Lifelong Learning
- Policies and Procedures location on the web
- Overview of Campus Communication (UVLink)
- Essential Learning Outcomes/Core Themes
- Valuing Those We Teach
- Teaching with Technology

Topics to be Covered by Department Chair/Adjunct Coordinator

Department Chair: Within first 30 days, please review and check off items as you address them with your new adjunct.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Job Duties & Performance Expectations <input type="checkbox"/> Clarify Terms of Employment <input type="checkbox"/> Keys, Building Use, Security <input type="checkbox"/> Department Safety Plan <input type="checkbox"/> Department Organizational Chart <input type="checkbox"/> Emergency Notification Information <input type="checkbox"/> Policy on Substitute Teaching | <ul style="list-style-type: none"> <input type="checkbox"/> Equipment Use & Access (computers, copy machines, etc.) <input type="checkbox"/> Telephone Use/ Etiquette/Voicemail/Directory <input type="checkbox"/> E-mail Account & Usage Tips(account, forwarding, expectations) <input type="checkbox"/> Interrelationships with other Departments/Key Contacts <input type="checkbox"/> Job's Importance to Department, School, & University Goals and Objectives <input type="checkbox"/> Other _____ |
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Sign when New Employee Checklist is completed (file in department, copy to employee, copy to HR).

Employee: _____ Date: _____

Department Chair: _____ Date: _____