*This checklist is designed to assist managers and Human Resource Facilitators as they orient new employees to the University of North Carolina at Chapel Hill. It serves a structure for communicating relevant University and department-specific policies, administrative procedures, position responsibilities and expectations and other essential information. A copy of this document should be maintained in the employee’s personnel file.*

Employee’s Name: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Name: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criminal Background Check: 🗌**

**I-9 (Employment Eligibility Verification & Supporting Documents): 🖵**

**Check each as appropriate. ☑ = Task Completed N/A = Not Applicable**

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| **Department** |
| 🖵 Confirm acceptance of offer and start date **☑** Confirm receipt of Conditions of Employment 🖵 Campus Directory (Confirm that employee’s name, title and campus address)🖵 Department Phone List (update)🖵 Department, Building and Campus Tour 🖵 Emergency procedures and emergency contacts🖵 Link to/Copy of Campus Map and Disability Access🖵 Mailbox🖵 Office/Department Policies & Procedures 🖵 Parking Permit (if applicable) or provide Park and Ride options or transportation alternatives🖵 Supplies/Equipment Assignment/Office space  |
| **Training** |
| 🖵 HIPAA Training (if required) <http://www.med.unc.edu/security/hipaa-train>🖵 Environmental Health & Safety Training <http://ehs.unc.edu/training> 🖵 Equal Opportunity/ADA Office Training – Preventing Employment Discrimination & Preventing Sexual Harassment.  Online @ <http://equalopportunity-ada.unc.edu/equal-opportunity-training/index.htm>🖵 Research Training, if applicable *(See Note 1 below)*  |
| **Security** |
| 🖵 UNC One Card *(See Note 2 below)*🖵 ID Badge and/or Bldg. Access Card/Information/Keys* Copier Card/Code (if applicable)

🖵 Travel and reimbursement policy and 🖵 Systems/Computer/User access forms and approvals🖵 Discuss University’s personal use policy: <http://www.unc.edu/chan/policies/personal_use.html> 🖵 Discuss University’s policy on the Privacy of Electronic Information: <http://www.unc.edu/campus/policies/elec_info.html> 🖵 Direct employee to the Basic Security Checklist for steps to protect computers and personal information:  [http://its.unc.edu/InfoSecurity/basicsecuritychecklist/index.htm](http://its.unc.edu/InfoSecurity/basicsecuritychecklist/index.htm%20) 🖵 Listserv(s); File servers🖵 Overview of policies and procedures, including confidentiality and privacy issues🖵 Provide information on the department/university’s records retention and disposition schedule🖵 Obtain signed confidentiality statement, if applicable  |
| **Recommended Actions** |
| 🖵 Arrange for yourself or a work partner to have coffee/lunch with new employee🖵 Arrange introduction to other employees during the first week 🖵 Review department’s organizational chart and explain its relationship to campus🖵 Review position duties/responsibilities and expectations |
| **Campus Contacts** |
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|  |  |
| --- | --- |
| Campus Security | 919-962-3951 <http://www.dps.unc.edu/> |
| Environmental Health & Safety  | 919-962-5507 <http://ehs.unc.edu/> |
| ITS Helpdesk | 919-962-4357 <http://help.unc.edu/index.htm> |
| BenefitsPayroll | 919-962-3071 <http://hr.unc.edu/benefits> 919-962-0046 <http://finance.unc.edu/controller/payroll-services/> |
|  |  |

 |
| **Other**  |
| 🖵 ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🖵 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🖵 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Note(s):***

*1)* Direct the employee to the University’s research web site <http://research.unc.edu/services/index.php> or have them contact the Office of Human Research Ethics (IRB) at 919-962-1344 or the university’s Research Compliance Office at 919-962-0338 for information on training requirements for research involving human subjects.

2) All persons applying for a UNC One Card must come to the UNC One Card Office in person and present proper identification (Driver’s License, State ID, Military ID, or Passport) and have been issued a PID# for card issuance. The UNC One Card Office is located on the lower level of Daniels Student Stores.