New hire's Onboarding Checklist

New Hire Onboarding Checklist

Welcome to UBC!

This resource is designed to help you during your onboarding and includes onboarding fundamentals, how to gain a clear understanding of your role, and suggestions for how to connect with your new team during the current remote working environment.

On your first day

- ☐ Set up your Enhanced CWL. Have your Campus Wide Login but trouble logging into some sites? To enhance cybersecurity you will need to set up multi-factor authentication for your CWL.

- ☐ Login and complete your tasks and to-do's in Workday Onboarding

    - ☐ Set aside 2 hours to complete the UBC mandatory trainings.

    - ☐ Set aside 1 hour of uninterrupted time to complete your payroll and benefits enrolment (Have your Personal Health Number, Social Insurance Number, direct deposit information on hand to complete this process for you and your dependents)

    - ☐ Review your personal and contact information for accuracy

    - ☐ Troubleshoot any Workday issues through Service Now

- ☐ Review UBC Orientations & Onboarding website and access the Orientations & Onboarding WPL catalog for resources designed and curated by the UBC Orientation & Onboarding team. Be sure to register for the Welcome to UBC event!

- ☐ Complete the confidential Vaccination Status Declaration as part of UBC's COVID-19 Rapid Testing Program. UBC requires COVID-19 rapid testing for all students, faculty and staff, with exemptions provided for those who are fully vaccinated against COVID-19.

- ☐ Test your virtual set-up and access, troubleshoot with manager if needed

- ☐ Your manager will schedule check-ins with you

- ☐ Your team will schedule virtual or in person introductions with you

During your first weeks

- ☐ You will have frequent check-ins with your manager. Topics to consider:

    - Onboarding needs or administrative support
    - Progress and performance goals
    - Social connection and networking
    - Discuss the remote work program, if desired

- ☐ Time to review documentation and information relevant to your role.

- ☐ Ergonomically set-up your workstation.

- ☐ Introductory conversations with colleagues on your team. Learn about their roles and how you will work together.

- ☐ Introduction to projects and initiatives you will be working on and supporting.

- ☐ Peer-training on relevant systems and processes.

- ☐ Create an on-brand email signature using this generator.

- ☐ Explore the UBC Today website for the latest news, updates, events, useful dates and curated resources from across UBC, curated for faculty and staff by Internal Communications.

- ☐ Ask your team what university newsletters you should consider subscribing to.

- ☐ Review relevant strategic initiatives:

  - UBC's Strategic Plan
  - Focus on People
  - Inclusion Action Plan
  - Indigenous Strategic Plan
  - Wellbeing Strategic Framework

- ☐ Review UBC's policies and procedures:

  - UBC Statement on Respectful Environment
  - Policy GA4 – Records management
  - Policy SC1 – Health and Safety
  - Policy SC5 – Snow
  - Policy SC7 – Discrimination
  - Policy SC13 – At-Risk Behaviour
  - Policy SC14 – Information Systems
  - Security Standards

Within your first three months

- ☐ Continue to have regular check-ins with your manager.

- ☐ Have a conversation with your manager about your probationary period and prepare for your performance conversation.

- ☐ Consider ways to grow your career at UBC.

Share your feedback

If you have any questions or feedback on this resource, please contact workplace.orientations@ubc.ca.