**Hiring Supervisor Checklist** *(download and personalize for your department)*

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Making a Verbal Offer:**

* Make a verbal offer to candidate
* Determine start date with candidate
* Move candidate to *recommended for hire* in People Admin
* Request criminal background check

**Once the Verbal Offer has been accepted:**

* Send Offer Letter to candidate
* Complete Hiring Proposal in PeopleAdmin and include the following required documents:
	+ *Proposed Offer Letter*
	+ *Interview notes*
	+ *References*
	+ *E-mail stating background check is complete and the candidate has passed*
* Receive signed Offer Letter from candidate
* Initiate the eForm to finalize approval of the New Hire’s employment.  **NOTE**:  This should not be done until the Hiring Proposal is completed and submitted.
	+ *Once approved, the Employee NetID will be generated and emailed to the supervisor*

**Prior to start date and after you have the Employee NetID:**

* Determine the office location
* Request telephone extension
	+ *Send email to* *telecommunications@uta.edu* *for telephone extension set-up (Note: Even if the telephone extension remains the same at the office location. The employee assigned needs to be updated).*
		- *Sample Email*

*Please assign the extension XXXXX to [employee name and NetID] and use the cost center XXXX. [add signature block]*

* + - *Sample Email*

*I need a phone setup for [employee name and NetID] in [building/room]. The cost center is XXXX. [add signature block]*

* Order a long distance calling card (optional)
	+ *Send email to* *telecommunications@uta.edu*
		- *Sample Email*

*I need to get a Long Distance Authorization Code for a new employee with the [NetID]. [add signature block]*

* Identify office equipment and supplies needed
	+ *Order needed equipment and supplies (Computers may require approximately 6 weeks lead time)*
	+ *Order name plate and/or name tag*
	+ *Order business cards*
* Facilities Access
	+ *Request Keys (non-card keys)*
		- *Send the approved Key Request Form (https://police.uta.edu/services/key-control/) after routed for departmental approval to Key Control Services at* *keyrequest@uta.edu**.*
		- *Note: Only the person assigned the keys on the request form will be allowed to sign for the key(s). A valid University ID card or driver’s license will be required to pick-up the key(s).*
	+ Employee ID Card access to buildings and/or doors
		- *Send email to* *MavExpress@uta.edu* *with the list of locations to provide card access.*
			* *Sample Email*

*Please give [Employee Name and NetID] access [buildings and room numbers] [add signature block]*

* Submit a ServiceNow Ticket for access to technology sites (https://uta.service-now.com/selfservice/)
	+ *Employees that need access to specific drives, listservs, or programs to complete work tasks require a request ticket.*
	+ *Employees will automatically gain access to email, UT Share self-service, and Learning Management System (Blackboard).*
* Submit a ServiceNow Ticket for UT Share access (https://uta.service-now.com/selfservice/)
	+ *Self-service access is automatically provided, but if the employee has work tasks requiring enhanced access to UT Share, then submit the UTShare Access Request form located at* [*https://mavsuta.sharepoint.com/sites/forms/utsr/SitePages/Home.aspx*](https://mavsuta.sharepoint.com/sites/forms/utsr/SitePages/Home.aspx)*.*
* Send a Welcome Letter to the New Hire at least one week prior to the start date (sample attached):
	+ *Include information such as:*
		- *Where to go on the first day*
		- *When to arrive and a schedule for day one*
			* *Include in the schedule recommendations to drive or walk to locations (i.e. drive to J.D. Wetsel building, walk to University Center)*
		- *Describe the dress code for the position*
		- *Reminders to complete tasks required prior to the first day (i.e. 1-9 online form, New Employee Paperwork session documents to bring, etc.)*
* Create a first week schedule to include (sample attached):
	+ *Appointment with their Supervisor*
	+ *Introductions to co-workers*
	+ *Time to complete Compliance Training*
* Prepare a welcome gift for their office that could include items such as: water, UTA shirt, UTA mug, snacks, balloon, etc. (optional)

**On the first day of employment assist the New Hire with setting up:**

* Make sure you have received New Employee Paperwork session stamped by Human Resources to confirm the new employee has met I-9 requirements (this must be done by the 3rd day of employment).
* Facilities Access Pin # (tied to Employee ID Card)
	+ *Set up pin # for facilities access (not all buildings and rooms require a pin) Give the New Hire instructions to log in to* [*www.uta.edu/selfservice*](http://www.uta.edu/selfservice)*, select LOGIN, enter NetID and password, select “View Information about your Account”, make note of 5-digit pin and keep it confidential*
* Update Telephone Number in UT Share
	+ *When the new employee record is created, the phone number assigned to them in UT Share is the Supervisor’s. If that needs to be changed, direct the New Hire to the Knowledge Base article at* [*https://uta.service-now.com/kb\_view.do?sysparm\_article=KB0010116*](https://uta.service-now.com/kb_view.do?sysparm_article=KB0010116)
* Register New Hire for new Employee Orientation session
	+ *Have the New Hire go to the registration page located at* [*https://webapps.uta.edu/HRWeb/*](https://webapps.uta.edu/HRWeb/)*.*

**SAMPLE WELCOME LETTER**

Dear [New Hire’s name],

I am excited to welcome you to UTA. Your start date is [add date in day of week, month, date format] and your office location is [add building, room]. Your first day activities are focused on getting signed-up for benefits and access to campus services. The checklist found at [add New Employee Checklist URL] provides descriptions and webpage links to details.

You need to complete a few steps prior to your start date.

1. In your offer letter you were provided an electronic link to initiate the Employment Eligibility Verification (I-9) process. If you have not completed the electronic form, please do so now.
2. You should have received an email from ***UniversityofTexasArlington@screening.services***with the subject line, *Background Check Request*. In that email you were redirected to a secure link managed by our partner, CompuFACT, to enter personal information required to conduct the background check. Please contact me if you have any issues completing the electronic form.

Attached is a draft schedule for your first [day or week]. On your first day of work go to the New Employee Welcome and Paperwork Session prior to reporting to your office location. It is recommended that you drive to this session at J.D. Wetsel Building, room 200. You need to bring specific documents on your first day to complete required paperwork.

* Bring the original documents to prove your identity and authorization to work in the United States to the Office of Human Resources, J.D. Wetsel Building, room 212. The List of Acceptable Documents can be found at <https://www.uscis.gov/i-9-central/acceptable-documents>. This will complete the I-9 process.
* Bring a copy of the email sent to you with your Employee NetID and Employee ID Number.
* Bring a void check or bank verification to sign-up for direct deposit.
* Bring the required Documentation for Eligible Dependents to sign them up for benefits. (<https://www.utsystem.edu/sites/default/files/documents/Required%20Documentation%20for%20Eligible%20Dependents%20Chart/230dependentdocumentationchart201507.pdf>)

After completing the New Employee Welcome and Paperwork Session, come to [state location]. Parking is available [describe where to park]. The dress code for your position is [business casual/business/casual]. Your first day will involve a lot of walking, so comfortable shoes are recommended.

If you have any questions, please contact me.

Sincerely,

[signature block]

Attachment – New Employee Schedule

 **SAMPLE TEMPLATE**

**First Week Itinerary for**

**[Employee’s Name]**

**Monday, [Month] [Day]**

9:00 – 11:00 a.m. New Employee Paper Work

 J. D. Wetsel Building, Room 200

 1225 W. Mitchell Street, Arlington, TX

 Parking permit purchase and registration

 J. D. Wetsel Building, Room 112

 1225 W. Mitchell Street, Arlington, TX

12:00 – 1:00 p.m. Lunch with [name(s) – usually includes supervisor]

 Meet at [place – usually supervisor’s office]

1:00 – 2:00 p.m. ID Card [whomever takes to lunch takes to get ID Card]

 University Center Mav Express

 300 W. First Street, Suite 110, Arlington, TX

2:00 – 3:00 p.m. Tour of department and introductions to department staff

Meet [name – usually supervisor] at [place]

3:00 – 5:00 p.m. Computer set up with [name of IT support]/office time

**Tuesday, [Month] [Day]**

8:00 – 10:00 a.m. Office set-up time on your own

10:00 – 11:30 a.m. Meeting with [name of supervisor] to discuss job duties

 Room [number and building]

12:00 – 1:00 p.m. Lunch Break

1:00 – 5:00 p.m. Compliance Training / office time

**Wednesday, [Month] [Day]**

8:00 – 9:00 a.m. Office time / travel time

9:00 – 12:00 p.m. Maverick 101: New Employee Orientation

 Room [number and building and address]

To register: <https://webapps.uta.edu/HRWeb/#classlist>

12:00 – 1:00 p.m. Lunch Break

1:00 – 5:00 p.m. Compliance Training / office time

**Thursday, [Month] [Day]**

8:00 – 9:00 a.m. Office set-up time on your own

 *1-on-1 Introductory Meetings with key department staff*

9:00 – 9:30 a.m. Meeting with [name, title]

 Room [number and building]

9:30 – 10:00 a.m. Meeting with [name, title]

 Room [number and building]

10:30 – 11:00 a.m. Meeting with [name, title]

 Room [number and building]

11:00 – 11:30 a.m. Meeting with [name, title]

 Room [number and building]

12:00 – 1:00 p.m. Lunch Break

1:00 – 5:00 p.m. Time for completing insurance coverage, retirement option, and any other paperwork that needs to be completed.

**Friday, [Month] [Day]**

8:00 – 9:00 a.m. Office time / travel time

9:00 – 12:00 noon Training [provide name of training]

 Wetsel Service Center, Room 200

 Address

12:00 – 1:00 p.m. Lunch Break

1:30 – 2:00 p.m. Meeting with [name, title]

 Room [number and building]

2:00 - 2:30 p.m. Meeting with [name, title]

 Room [number and building]

3:00 – 5:00 p.m. Office time