



ON-BOARDING CHECKLIST AND TIMELINE

EMPLOYEE NAME: _____ START DATE: _____

PRE-START DATE COMMUNICATION

Consider sharing the following items with your newly hired staff member before arriving on campus:

- Exciting UTEP news items and announcements
- El Paso-related information, if new to the area
- Welcome email with arrival details the week before start date, including link to campus map
- Welcome email from assigned “buddy”
(someone with whom the new staff member made a connection during the interview process, for example)

Where relevant, prepare business cards, office keys, and any other start-up welcome items for new staff members.

ON-BOARDING

Topic to be Covered	Initiated By	Timing	Date(s) Completed
UTEP, Division, and Departmental missions and goals	Director or AVP	Week 1	
University Structure, Division structure, Organizational chart <ul style="list-style-type: none">• How their role fits in to the big picture	Director or AVP	Week 1	
Introductory email to the Division	Director or AVP	Week 1	
Coffee with cross-departmental/division “buddy”	Director or AVP	Week 1	
Welcome Lunch & Campus/Division Tour	Staff	Week 1	
Work Environment Culture <ul style="list-style-type: none">• Dress code• Customer service• HoOP• Directory• Emergency procedures• Mentor	Director or AVP	Week 1	
Entrance Interview <ul style="list-style-type: none">• Professional development expectations• Communication style	Director or AVP	1st Month	
Assessment <ul style="list-style-type: none">• Our philosophy• Impact Team• Learning Outcomes• Dashboards / Impact Reports• Minetracker• SACS / Compliance Assist	Director of Planning and Assessment	1st two weeks	
The UTEP Edge	Director or AVP	1st two weeks	
Small group or 1x1 meetings with key individuals Key individuals are those with whom your new staff members will collaborate with in order to successfully fulfill their role.	As determined by Director or AVP	1st month	NAME _____ DATE _____
			NAME _____ DATE _____
			NAME _____ DATE _____
30-, 60-, and 90-Day Check-In Meeting These check-in conversations should focus on the new employee's transition to UTEP/your department, the Entrance Interview, any questions or concerns, any performance issues you may need to address, and should reinforce our commitment to support our new staff members and help ensure their professional success.	Director or AVP	30, 60, and 90 days after 1st day of employment	30 DAY _____
			60 DAY _____
			90 DAY _____