

**UC RIVERSIDE**

# STAFF ONBOARDING

**ROADMAP**



**Welcome!**



## WELCOME TO UC RIVERSIDE!

On behalf of our entire department, welcome to the University of California, Riverside! We are thrilled to have you joining us. UCR will transform the lives of the diverse people of California, the nation, and the world through the discovery, communication, translation, application, and preservation of knowledge – thereby enriching the state’s economic, social, cultural, and environmental future.

We are sure you will enjoy getting to know UC Riverside. You are joining a team of dedicated individuals focused on meeting their goals, working collaboratively, embracing creativity and diverse ideas and most importantly, making UCR a great place to work.

When it comes to our organization, we value people first. We are results-oriented in our work, we strive to be open with communication, we value feedback and diverse ideas, we aim to create collaborative partnerships and we invest in individual development and engagement.

Onboarding is a vital first step. It began before you arrived and will continue for months to come. Onboarding is designed to integrate you into the UCR community and to connect you with people, tools, and resources. This Onboarding packet is your guide through the process.

The contributions brought in by every individual at UCR makes a difference in our work, and we look forward to the positive impact, you will have at the university.

Happy Onboarding!



# WHAT'S INSIDE?



## BEFORE ARRIVAL

### Employee:

- Signed offer letter

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- Livescan/Hire Right (background check), if applicable

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- Complete I-9

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- Review parking and transportation information

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- Review vaccination compliance information

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### Supervisor:

- Schedule onboarding to Shared Services

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- New hire announcement email to department

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- Update organizational chart

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- Assigned computer/software, office space, and supplies

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- Phone setup

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- Order name plate/tag and business cards

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## Day 1

Get familiar with surroundings

Take a tour of the office

Meet a few colleagues & grab lunch/coffee

Meet with supervisor:  
Discuss your role

## Week 1

Get familiar with our unit and department

Learn more about what's in Riverside

Make time to review benefit & retirement options

## 30 Days

Finalize benefits enrollment:

You have until 31 days from your start date to sign up

Complete required LMS trainings

Attend New Staff Orientation

## 45 Days

How has your onboarding experience been?

Contact supervisor to discuss

Want to participate in activities around UC Riverside?

Visit UCR Athletics site to see Highlander sports and schedules.

## 60 Days

Finalize retirement enrollment:

You have until 90 days from your start date to sign up!

## 90 Days

Meet with supervisor to complete 90- day check-in.

Review performance metrics & goals

Attend the Quarterly Highlander Welcome Event

## 6 Months

Meet with supervisor to complete 6-month check-in.

Review you short- and long-term goals in the position

Peek at the professional development catalog on the Human Resources homepage

## Year 1

Identify what you like about the job, the challenges & what professional development opportunities interest you.

# IST DAY



## FIRST DAY

### Employee:

- Supervisor meeting

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- HR/Administration meeting

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- Attend department new hire orientation

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- Receive office keys

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- Employee ID and R'Card

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- Log into R'Space and review applications

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### Supervisor:

- Welcome employee

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- Tour of work area/campus

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- Welcome lunch/coffee

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- Assigned system access and email setup

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- Update department website and customize Enterprise Directory (IAMRiverside)

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- Review emergency notification system and building emergency protocols

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# IST *Week*





## FIRST WEEK

### Employee:

- Review and sign job description

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- Set up direct deposit in UCPATH

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- Complete withholding forms in UCPATH

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- Add emergency contact in UCPATH

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- Attend benefits webinar

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- Review benefit materials and benefits welcome handbook

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- Complete vaccination/exemption requirement

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- Complete remote work agreement, if applicable

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- Review 7 Things Employees Need to Know

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## FIRST WEEK - QUESTIONS FOR SUPERVISOR

Your Supervisor will be checking in periodically during your first week. Compile any questions you wish to discuss in the space provided below.

IST  
*Month*



## FIRST MONTH

### Employee:

- Attend New Staff Orientation

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- Attend Financial Planning & Orientation Workshop

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- Enroll in benefits (within 31 days)

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- UC Cyber Security training

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- UC Sexual Harassment training

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- UC Ethical Values and Conduct training

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- Safety Orientation training

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- COVID-19 Prevention training

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- MVPP training

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- Designate positions (Form 700, CSAs, Mandated Reporter)

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- Ergonomics review

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### Supervisor:

- Make aware of affinity groups and campus events

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## FIRST MONTH - QUESTIONS FOR SUPERVISOR

Your Supervisor will continue checking in periodically during your first month. Compile any questions you wish to discuss in the space provided below.

1-3  
Months



## FIRST 3 MONTHS

**Employee:**

- Attend Quarterly Highlander Welcome Event  
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- New Employee Welcome Box  
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- Retirement Enrollment (within 90 days)  
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- Complete Additional Required Trainings  
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- 3-month check-in with supervisor  
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- Review performance metrics and goals with supervisor  
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6-12

Months





## 6 MONTHS - FIRST YEAR

**Employee:**

- 6 month check-in with supervisor  
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- Annual performance appraisal  
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