



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 Day 1 Week 1

1 Month 1-3 Months

6-12 months





BEFORE ARRIVAL

Linptoyee.
Signed offer letter
Livescan/Hire Right (background check), if applicable
Complete I-9
Review parking and transportation information
Review vaccination compliance information
Supervisor:
Schedule onboarding to Shared Services
Schedule onboarding to Shared Services New hire announcement email to department
New hire announcement email to department
New hire announcement email to department Update organizational chart
New hire announcement email to department Update organizational chart Assigned computer/software, office space, and supplies



INDIVIDUAL NEW HIRE ONBOARDING PLAN

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

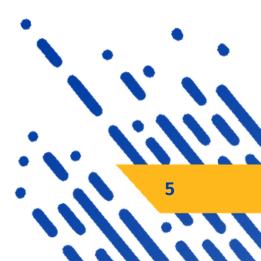
Meet with supervisor to complete 6-month check-in.

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.

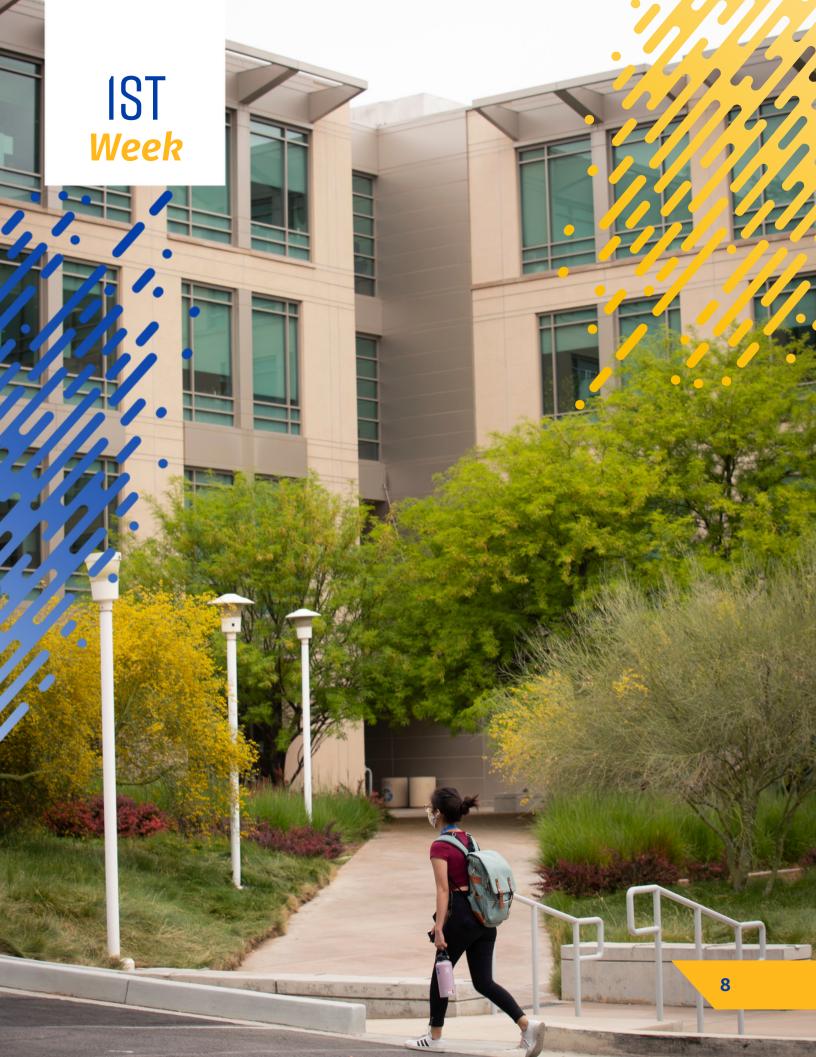






FIRST DAY

Employee:
Supervisor meeting
HR/Administration meeting
Attend department new hire orientation
Receive office keys
Employee ID and R'Card
Log into R'Space and review applications
Supervisor:
Welcome employee
Tour of work area/campus
Welcome lunch/coffee
Assigned system access and email setup
Update department website and customize Enterprise Directory (IAMRiverside)





FIRST WEEK

Employee:
Review and sign job description
Set up direct deposit in UCPath
Complete withholding forms in UCPath
Add emergency contact in UCPath
Attend benefits webinar
Review benefit materials and benefits welcome handbook
Complete vaccination/exemption requirement
Complete remote work agreement, if applicable
Review 7 Things Employees Need to Know



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.





FIRST MONTH

Employee:	
Attend New Staff Orientation	
Attend Financial Planning & Orientation Workshop	
Enroll in benefits (within 31 days)	
UC Cyber Security training	
UC Sexual Harassment training	
UC Ethical Values and Conduct training	
Safety Orientation training	
COVID-19 Prevention training	
MVPP training	
Designate positions (Form 700, CSAs, Mandated Reporter)	
Ergonomics review	
Supervisor:	
Make aware of affinity groups and campus events	



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.

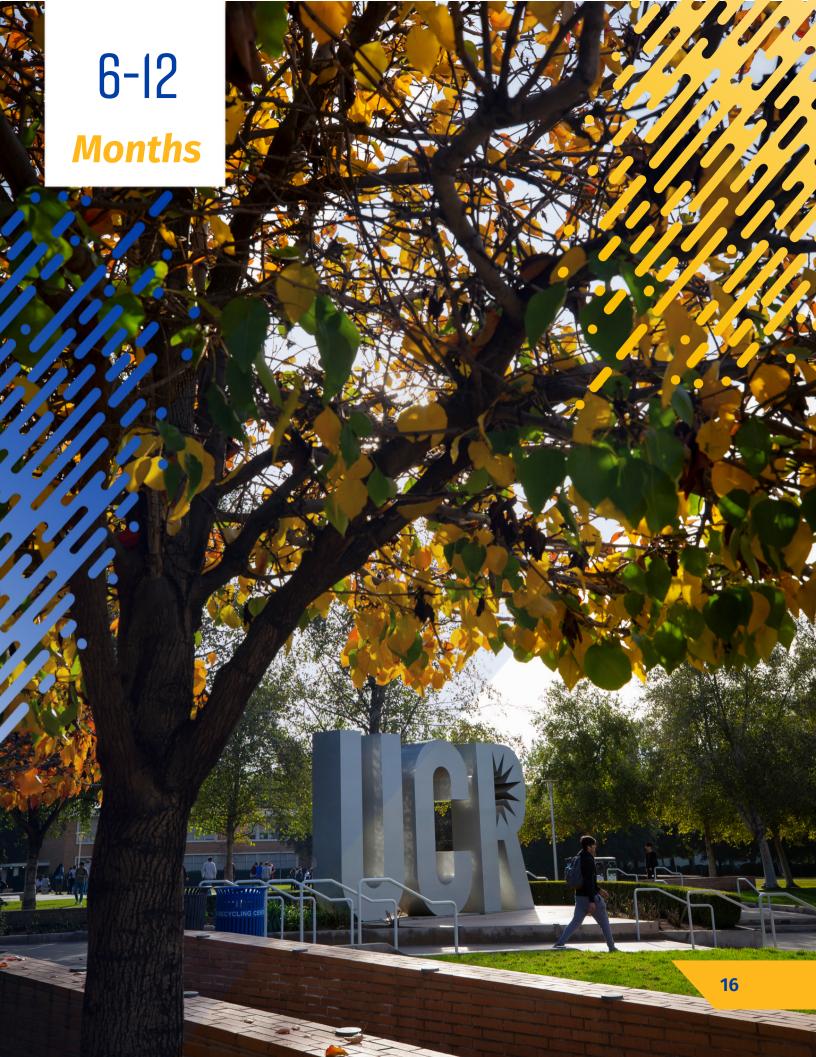






FIRST 3 MONTHS

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





Employee:

6 MONTHS - FIRST YEAR

6 month check-in with supervisor
Annual performance appraisal

17



What to expect:

