University Life Onboarding Process

**Vacancy Announced**
- Post vacant position

**Recruiting Phase**
- Candidate is "Ready for Hire" after background check

**Hiring Manager Checklist:**
- Share Workday job posting with UL Strategic Planning Team.
- Share posting, from UL Careers webpage, on LinkedIn & professional networks.

**HR PROCESS**
- [optional] Create a Transition Plan Document

**UL PROCESS**
- [optional] Share Transition Plan Document

**Offer Accepted**

**Notifying UL Technology Services**
- New hire will create a Pennkey in Workday.
- Workday will generate the Penn ID number.
- Ask new hire for Pennkey and Penn ID.
- Initiate the UL Tech Services Process.

**Notifying UL Strategic Planning Team**
- Complete the "University Life New Hire Form."

**UL Strategic Planning Team Checklist:**
- Remove the job post from the UL Career webpage.
- Assign onboarding buddy to new hire.
- Create a welcome kit for the new hire (divisional swag and VP welcome note).
- Send out a monthly email to all staff introducing new hires.

**Onboarding**
- Notify UL Technology Services
- Notify UL Strategic Planning Team
- Continue Internal Department-specific Onboarding

**New Hire Pre-Arrival**
- [optional] Create a Transition Plan Document

**New Hire Arrival**
- [optional] Share Transition Plan Document

- [optional] Post vacant position

- New hire will create a Pennkey in Workday.
- Workday will generate the Penn ID number.
- Ask new hire for Pennkey and Penn ID.
- Initiate the UL Tech Services Process.

- Notify UL Technology Services
- Notify UL Strategic Planning Team
- Continue Internal Department-specific Onboarding

- [optional] Share Transition Plan Document
University Life Onboarding Process

Human Resources Process

Vacancy Announced

[optional] Create a Transition Plan Document

Post Vacant Position

Hiring Manager Checklist:

- Share Workday job posting with UL Strategic Planning Team.
- Share posting, from the UL Careers webpage, on LinkedIn and professional networks.

Recruiting Phase

Offer Accepted by Candidate

Candidate is “Ready for Hire” after background check.

Hiring Manager Checklist:

- New hire will create a Pennkey in Workday.
- Workday will generate the Penn ID number.
  - Reference Penn HR Onboarding website.
- Ask new hire for Pennkey and Penn ID.
- Initiate the UL Tech Services Process.
University Life Process

Onboarding | New Hire Pre-Arrival

Notify UL Technology Services

Hiring Manager Checklist:

- Complete the New Employee Form.
  - Form asks for the new hire’s Pennkey and Penn ID - both generated through the HR process.
- Request an email address.
  - Example: pennkey@upenn.edu

Tech Checklist:
This process will take up to 4 days to complete.

- Email Address activation.
- Access to software and applications.
- Access to group email accounts and listservs.
- Workstation and technology set-up.

Notify UL Strategic Planning Team

Hiring Manager Checklist:

- Complete the University Life New Hire Form.

UL Strategic Planning Team Checklist:

- Remove the job post from the UL Career webpage.
- Assign onboarding buddy to new hire.
- Create a welcome kit for the new hire (divisional swag and VP welcome note)
- Send out a monthly email to all staff introducing new hires.
Continue Internal Department-specific Onboarding

Hiring Manager Checklist:

- Connect new hire with UL Strategic Team to review Design/Brand, Tech, and Space/Events procedures and protocol.

Welcome to University Life | New Hire Arrival

[optional] Share the Transition Plan Document