

# **University Life Onboarding Process**



Vacancy Announced ——— Offer Accepted ——— Onboarding **Welcome to University Life! New Hire Pre-Arrival New Hire Arrival** [optional] Create a Transition Plan Document Candidate is Recruiting **Continue Internal Post** "Ready for Hire" **Phase Notify UL Strategic Planning Team Notify UL Technology Services Department-specific Onboarding** vacant position background check **Hiring Manager Checklist: Hiring Manager Checklist: Hiring Manager Checklist: Hiring Manager Checklist: Hiring Manager Checklist:** • Complete the "University Life New Hire Form." Share Workday job posting New hire will create a • Connect new hire with UL Strategic Team to • Complete the "New Employee Form." with UL Strategic Planning Pennkey in Workday. review Design/Brand, Tech, and Space/Events Form asks for the new hire's Pennkey and Penn procedures and protocol. ID - both generated through the HR process. Workday will generate the **UL Strategic Planning Team Checklist:** Share posting, from UL Penn ID number. Request an email address. Careers webpage, on Linke- Reference Penn HR Example: pennkey@upenn.edu Remove the job post from the UL Career webpage. dln & professional networks. Onboarding website. Assign onboarding buddy to new hire. • Create a welcome kit for the new hire (divisional Ask new hire for Pennkey swag and VP welcome note). Tech Checklist: and Penn ID. Send out a monthly email to all staff introducing This process will take up to 4 days to complete. new hires. Initiate the UL Tech Email Address activation. **PROCESS PROCESS** Services Process. • Access to software and applications. Access to group email accounts and listservs. Set-up Workstation and technology.

[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 <u>UL Careers webpage</u>, 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.
  - o 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 <u>New Employee Form</u>.
  - Form asks for the new hire's Pennkey and Penn ID both generated through the HR process.
- Request an email address.
  - o 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 <u>University Life New Hire Form</u>.

#### **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