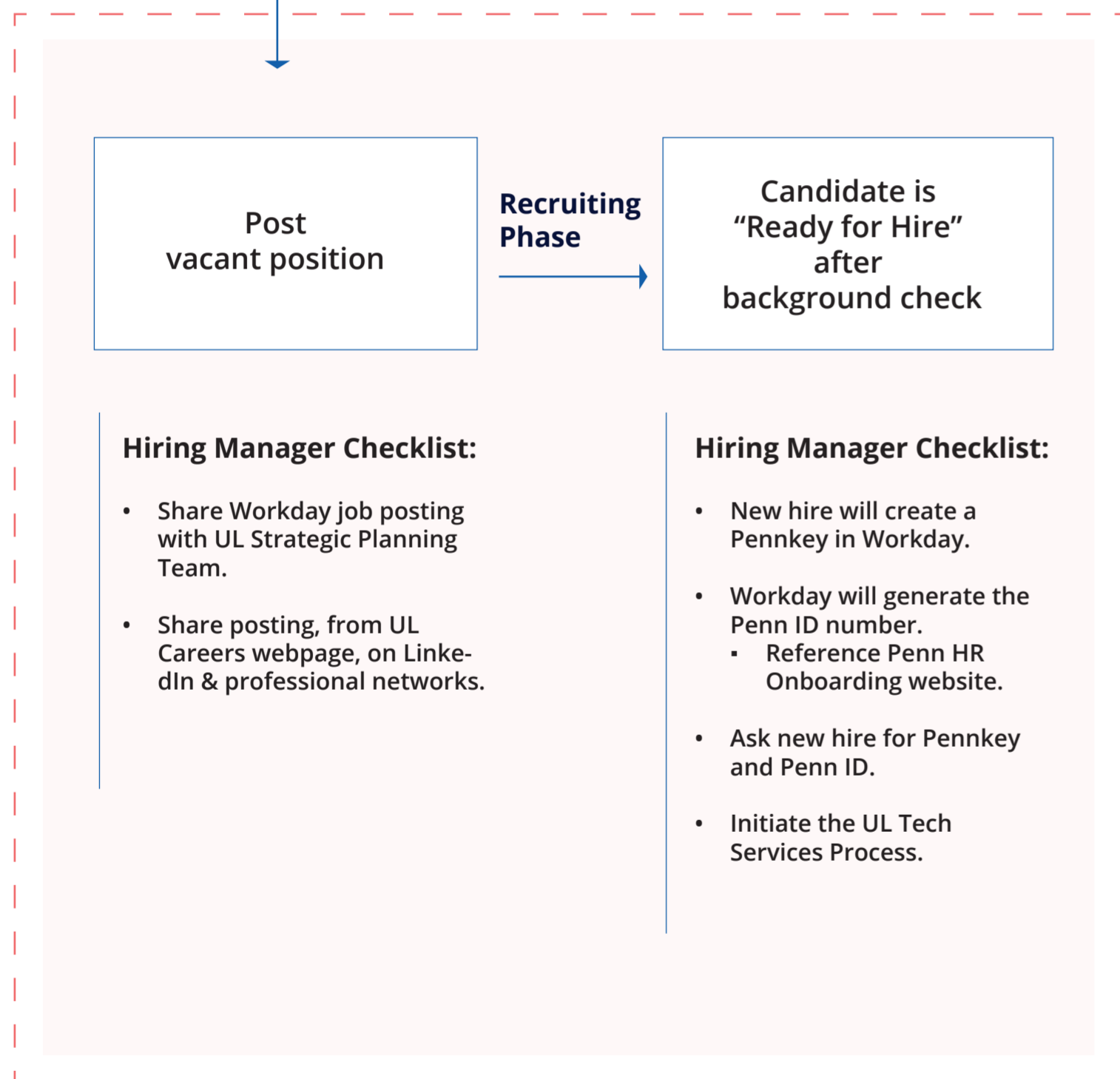


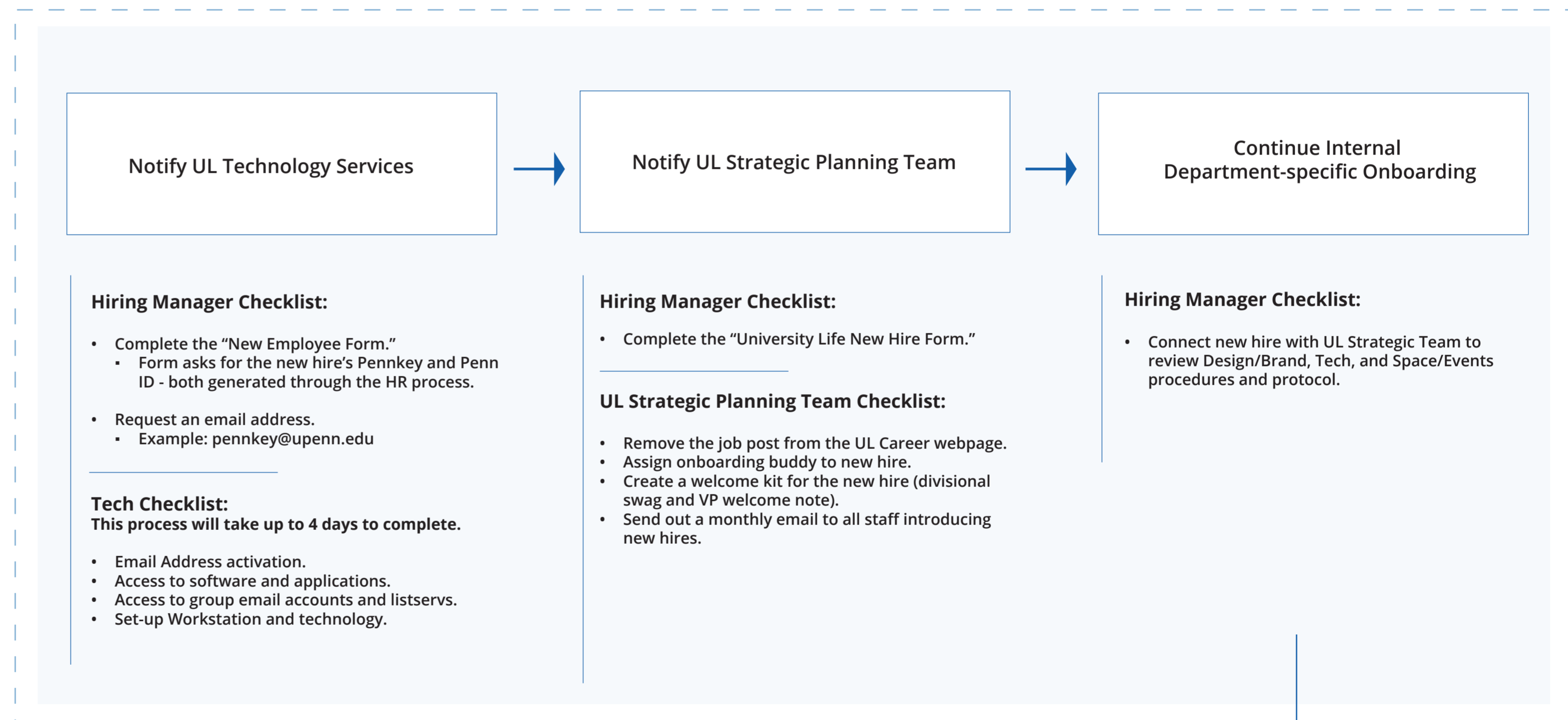
University Life Onboarding Process



[optional]
Create a
Transition Plan Document



HR PROCESS



UL PROCESS

[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