

Pediatric Student Administrators

New Hire Onboarding Checklist



<NAME>	ID: Ph:
Start Date:	
Job Title:	Undergraduate Student Administration Assistant

Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday

Important Information

Office Address:	
Supervisor's Phone:	
Supervisor's Desk:	
Student's Desk:	

To Do:

Employee

- ☐ Provide Photo & Bio to Supervisor
- ☐ [Orientation](#) with Supervisor
- ☐ Add schedule, time off, to calendar
- ☐ [Door/Code Access](#) (Employee to make request for <your building address>)
 - ☐ Send/Take ID and training printouts to RSS info desk
- ☐ [Office and Building tour](#) of essential locations
- ☐ Review the [New Employee Website](#).
- ☐ Employee Responsibilities Training Checklist
- ☐ Goals (below) - review with Supervisor

Supervisor

- ☐ Send Welcome email
- ☐ [Door/Code Access](#)
- ☐ Computer Access
- ☐ [Active Directory \(AD\) Access and Shared Drive Access](#)
- ☐ Goals (below)- review with Employee
- ☐ OPTIONAL:
 - ☐ [Peoplesoft](#) Access? ([EFS Request](#))
 - ☐ Delegation for WORKS
 - ☐ Works 1:1 Training

Employee Responsibilities Training Checklist

GENERAL TRAINING - Immediately	
☐	Timecards / MyTime
☐	General Office Information: ☐ Dress code ☐ Time off Requests ☐ Garbage / Office Cleaning ☐ Email Signature ☐ Out of Office templates
☐	<u>Required Training (Canvas or https://training.umn.edu/)</u> ☐ <u>Bloodborne Pathogens Building Access Only-002</u> ☐ When finished: print a copy of your final quiz and bring to any RSS information desk for verification at the same time you go to do building access verification with Student ID ☐ <u>Coronavirus (COVID-19) Awareness-002</u> ☐ <u>HIPAA Training-001</u> ☐ <u>Information Security Awareness Training (Required)-HI</u> ☐ <u>Information Security Awareness Training (Required)-SE</u> ☐ <u>Preventing Sexual Misconduct, Discrimination and Retaliation for Employees-001</u> ☐ <u>Radiation Safety Orientation-004</u> ☐ When finished: print a copy of your final quiz and bring to any RSS information desk for verification at the same time you go to do building access verification with Student ID ☐ <u>Zoom: Understand HCC Requirements-001</u>
☐	<u>Pediatrics Staff Resources</u> - explore pages (esp. Employee Onboarding, Faculty Support, etc.) and list three things learned. 1. 2. 3.
☐	Google Workspace: Emails / Calendars / Keep / Tasks
☐	Project/Task Tracking - Establish a way to communicate about and track requests and projects (optional)
☐	Mail run (pickup location, packages, mailbox sorting, etc.)
☐	Folders & Drive Organization (Shared UCan Server and Box)
☐	Sending IT requests (help@umn.edu , 612-301-4357; mention "HST" right away)
☐	Faxes
☐	Scanning (Copier, Acrobat OCR)

WORKS TRAINING - IF REQUIRED	
☐	Request Access at https://works.umn.edu for all of DOGPAH Faculty
☐	Watch training videos, read documents on https://works.umn.edu/guides-training
☐	Watch Works training on the Faculty Support page of Peds Staff Resources site. Overview Demo
☐	Works 1:1 with Supervisor
ADVANCED TRAINING - IF REQUIRED	
☐	Review: Finance Training Pathways for Access
☐	Ordering Supplies - UMarket
☐	Chrome River (May require registration/course)
☐	Expense Reports/ eWallet - Training registration may be required: ☐ FIN201 ☐ FIN203 ☐ FIN204 ☐ FIN218 ☐ FIN208 ☐ FIN209 ☐ FIN225 ☐ Form for access once completed: Service - EFS Central ARF

Goals

Employee should list at least three goals in this position and discuss with Supervisor

- 1.
- 2.
- 3.

Helpful Links as Pediatric employee:

- [Peds Employee Resource Site](#)
- [Guide for Pediatricians and Scholars \(GPS\)](#)- Faculty Resource

Helpful Links as a new UMN/AHC employee:

- [New Employee Resource Site](#)
- [Student Onboarding](#)