***As a manager you have an important role in onboarding new employees and enabling them to succeed. Successful employee onboarding has a positive effect, it ensures that new hires feel welcome and prepared in their new positions. This document is designed to help guide you through the first 90 days of your new employee’s employment at UTEP.***

**Before their Arrival:**

Ensure that your new hire has successfully submitted and completed a Criminal Background Check Consent form, before your new employee starts employment.

* All employment offers are contingent on satisfactory background checks.

**Before they begin:**

Confirm that your new hire has completed and received the following from Human Resources:

* + 1. Reviewed and Signed Official Job Offer Letter
    2. Completed New Hire Paperwork
    3. Is scheduled for New Employee Orientation
    4. If early access is needed prior to start date, please ensure that a Campus Access Credential Request Form has been completed and submitted to HR.

**First 30 Days:**

Help him/her get acquainted with The University and with his/hers new roles:

* + 1. Provide a tour of the university and your department
    2. Discuss the department’s vision, mission and goals
    3. Provide manuals and other materials that will assist with training
    4. Create and develop goals and expectations

1. Review job description and explain specific responsibilities.
2. Explain expectations and how they will contribute to the department.
   * 1. Schedule on the job training and/or shadowing of a colleague and/or assign a mentor
3. Schedule meetings with colleagues in other departments that he or she may be working closely with.
4. Schedule additional trainings that will assist in your employee’s professional development.
   * 1. Discuss Emergency procedures and exists
     2. Encourage your new hire to participate in any campus related presentations that will expose them to the Universities culture

Complete UTEP Compliance Training

* The University is committed to fostering an atmosphere of compliance awareness that encourages all UTEP employees to conduct themselves with high ethical standards.  The Compliance Training provides employees with general knowledge on compliance issues, and is presented in a web-based format that is flexible and user-friendly.

Confirm he or her has submitted all necessary paperwork ensuring there are no setbacks with their first pay check is received

**First 60 Days:**

Advising new hire where he/she can locate the Handbook of Operating Procedures

Review Department Organizational Chart

Help new hire navigate through university and department website

Provide him or her with performance feedback

Provide additional trainings that will assist with goals and expectations

**First 90 Days:**

Evaluate performance

* Revisit Goals and Expectations if necessary.