Remote Onboarding Guide for Managers of New Hires, Travelers, and Temps
Medical Center

Before your new hire arrives, review the information in the UVA Health New Hire Portal. Within the portal is the Manager Toolkit (requires NetBadge) to which you can refer so you and your team can create a smooth and successful onboarding experience for your new team member.

### Pre-Boarding

| Announce to team and others, as needed, the new hire and their start date. |
| Select one or more members of the team who may serve as a “buddy” to the new hire and connect them. |

**Contact your new hire prior to their scheduled orientation date.**

- Welcome him/her, and provide your contact information (email, phone, cell phone) and the best way to get in touch with you.
- Schedule a time, location, for reporting to work on the first day, whether working onsite or remotely.
- Discuss IT needs and requirements.
- Provide your new hire with a schedule for the first few weeks and continue to stay in contact regularly so your new hire doesn’t feel isolated or lost.

**Information will be sent to the new hire, by Talent Support, once cleared for hire.**

As hiring manager, you will be copied on the email. *(see below)*

### Onboarding

- Discuss work hours, timekeeping, pay frequency, overtime pay (if applicable)
- Provide an overview of department/school’s safety & security policies & procedures
- Provide training specific to department or role. Discuss dress code
- Provide overview of department/school/unit/VP area
- Provide departmental/school organizational chart overview
- Review schedule/calendar of onboarding activities and meetings
- Review the departmental resource/reference guide materials

* Information will be sent to the new hire, by Talent Support, once cleared for hire. As hiring manager, you will be copied on the email. Included in the information is a link to the most current information for orientation and onboarding for your new hire, traveler, or temp.

The location of the information is the Remote Onboarding & Orientation website, and guides can be found as:

- Remote Onboarding Guide for New Hires – Medical Center
- Remote Onboarding Guide for New Hires – Medical Center Travelers
- Remote Onboarding Guide for New Hires – Medical Center Temps

Any questions should be directed to AskHR@virginia.edu.

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