

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 | |
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| | 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 [Onboarding & Orientation website](#), and guides are labeled:

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

Posters are available on the [State Labor Law Posters webpage](#). Remote workers are encouraged to reference this resource to ensure compliance with applicable state labor laws.

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