

## Onboarding Guide for Managers of New Hires School of Medicine

**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.
	<b>Contact your new hire prior to their scheduled orientation date.</b> 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.
	<b>Information will be sent to the new hire, by Talent Support, once cleared for hire.</b> 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.

The location of the information is the [Onboarding & Orientation website](#), and the guide can be found as:

- Onboarding Guide for New Hires – School of Medicine

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](mailto:AskHR@virginia.edu).