Onboarding Guide for Managers of New Hires
University of Virginia Physicians Group

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.

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

- Onboarding Guide for New Hires – University of Virginia Physicians Group

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.

March 2024