ATS

This list is a suggested guideline, when onboarding new employees, please note that depending on the type of hire, some of the items listed may or may not be relevant
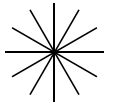
Employee Name:

Department: **Date of Hire:**

Position: **U Number:**

Department/Payroll Information

- ☐ Onboarding meeting
- ☐ Sign up for Direct Deposit
- ☐ Patent Policy Form
- ☐ Confirm with employee the name and phone number of Human Resources
- ☐ Confirm personal data and provide Emergency Contact information
- ☐ Sign employment contract

Human Resources

- ☐ Establish Email account & security passwords
- ☐ Sign important documents
- ☐ Discuss the company benefits plan
- ☐ Create a Business Card

Access Information

- ☐ Establish access to appropiate computing resources and electronic files
- ☐ Establish phone extension
- ☐ Provide access to the hotel facilities