

**New Employee Onboarding Evaluation  
(90 Days)**

**Welcome to UNC-Charlotte!** We want to ensure that you have had a smooth, pleasant and engaging learning experience during your first ninety-days at UNC Charlotte.

**Instructions:** Please click on the -- ?-- , then click on the drop down box and indicate *Yes or No* for each statement or *N/A* (non-applicable) for any statement that does not apply.

**At your third month anniversary (90-days), mail this document to Crystal Garris, King Bld. Rm. 222. You do not have to include your name.**

<b>Department:</b>	
<b>Pre-Arrival</b>	<b>Completion</b>
<ul style="list-style-type: none"> <li>▪ Received a call or email a few days before arrival to welcome you and to briefly inform you of arrival time, location, first day agenda, parking, dress code, etc.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Reminded to bring two forms of ID on the first day and to bring your license plate number.</li> </ul>	
<b>First Day Arrival and First Week</b>	
<ul style="list-style-type: none"> <li>▪ Received a warm welcome.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Workstation was prepared (supplies, phone, computer &amp; printer connectivity, paper, pen and writing pad items).</li> </ul>	
<ul style="list-style-type: none"> <li>▪ New team members were prepared and informed of your arrival.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Received an explanation of the position role, and the role relationship to existing team members (leader/peer, peer to peer, intern, etc.).</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Introduced to your Mentor and explained the purpose of his/her role.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Supervisor reviewed the position Competency Profile and discussed the Performance Management Work Plan.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Supervisor developed an Employee Development Plan (EDP).</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Informed of training resources, ITS, HR and Banner and discussed training registration and timeframes with your supervisor.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Given a <i>Week One Agenda</i>.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Had small work tasks to perform on the first day.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Had lunch/breakfast with a team member within the first week.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Escorted to HR (King – RM 222) to complete required paperwork.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Escorted to the ID Office to get photo ID.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Informed of parking policies and taken over to Parking Services to obtain a parking sticker.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Taken on building tour (work facilities/ washrooms, break room, copier, HR).</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Taken on a campus tour.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Received an explanation of the operation of office equipment:  <b>Phone</b> -voicemail and standard message, and given phone directory.  <b>Computer:</b> user name and password, email account &amp; signature, and internet usage.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ <b>Other equipment:</b> copier, fax</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Informed of communication channels (bulletin boards, websites, Campus News and department website.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Received door keys and given an explanation of policy and office security.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Discussed appropriate office dress, work clothes/uniform, etc with supervisor.</li> </ul>	

## New Employee Onboarding Evaluation

<b>First Day Arrival and First Week</b>	<b>Completion</b>
▪ Informed of the University's mission/vision and goals.	
▪ Reviewed the Department's mission/vision and goals and provided a department organizational chart.	
▪ Informed of how your role contributes to the overall success to the University and Department.	
▪ Received and reviewed your job description.	
▪ Reviewed the work-plan form and informed of probationary period: - Discuss critical functions and expected performance standards and outcomes.	
▪ Reviewed applicable State, University and Department policies and procedures and encourage reviewing of the online SPA Handbook.	
▪ Discussed time and attendance reporting: - Weekly timesheet - Application for Leave (vacation, sick, etc.). - Informed of position classification (SPA, SPA Subject to FLSA or EPA)	
▪ Discussed workplace safety and emergencies.	
▪ Reviewed Orientation Agenda again.	
▪ Completed the Training and Development 49er Connect Online New Employee Orientation modules – Parts 1 thru 6.	
▪ Received an explanation of departmental acronyms.	
<b>First Month thru Third Month</b>	
▪ Scheduled monthly coaching sessions with supervisor to extend the six month probation.	
▪ Given time to share comments and concerns.	
▪ Given clarity to questions addressed.	
▪ Followed-up with supervisor after New Employee Orientation Classroom training to address additional questions.	
▪ Discussed working agreements, leadership style & communication preferences with Supervisor.	
▪ Received and completed Safety and Environmental Health required information.	
▪ Informed of protocol for handling issues/concerns.	
▪ Enrolled in employee benefits.	
▪ Received continued coaching for success.	
▪ Reviewed Employee Development Plan (EDP) with Supervisor as needed.	

**Is your position SPA or EPA \_\_\_\_\_?**

**Other Comments:**