

ON-BOARDING NEW PROFESSIONAL STAFF

Purpose: To guide and offer recommendations for the on-boarding process for new professional staff and graduate assistants to the culture of the department.

Scope: This set of guidelines applies to all professional staff and graduate assistants.

Recommended Procedures:

- I. RECOMMENDED DEPARTMENTAL PROCEDURES
 - a. The Division of Student Affairs provides some guidance on new professional staff onboarding. Please visit their resources page when working with a new professional staff member: <https://studentaffairs.uga.edu/operations/hiring/>
 - b. To be completed by direct supervisor prior to their start day:
 - i. Clean office space; request custodial from Facility Operations if necessary
 - ii. Name plate, business cards, name tag, office phone number (see Business Office)
 - iii. Poster or welcome banner if appropriate
 - iv. Old swag if available (t-shirt(s), water bottle, etc.)
 - v. Departmental shirts (see your Associate Director)
 - vi. Develop operational list of functions to get them started on day 1 (see your Associate Director for guidance)
 - vii. Compile any documents that the program area utilizes (staff manuals, policy handbooks, pricing lists, staff contact lists, account numbers, etc.)
 - viii. Make sure new staff person knows where to park on the first day (usually the E04 deck by Ramsey) while they get their parking pass on their first day; the Business Office can provide a free parking voucher for them to get out of the deck on their first day
 - ix. Facility keys, mag card and/or radio needed for job (see Facility Operations if any are missing)
 - x. Inquire with IT staff about a workstation set up and access to appropriate directories
 - c. First Day:
 - i. Go to UGA Card Office first to get UGACard and UGAID number
 - ii. Tour Memorial Hall, Tate Student Center, and Miller Learning Center while at UGACard Office
 - iii. Parking Services – purchase permit
 - iv. UGA MYID (see Business Office for assistance)
 - d. First Week:
 - i. Ensure access to relevant server files (see IT staff for assistance)
 - ii. Ensure access to Fusion if relevant (see IT staff for assistance)
 1. Speak with other area staff to learn how you use Fusion for your program area

- iii. Ensure login is established for website editor; speak with other area staff and learn how website updates are made
- iv. Share appropriate Outlook calendars
- v. Discuss appropriate communication with you and other professional staff
- vi. Discuss accepted behavior becoming of your new position with Recreational Sports

e. First Month:

- i. Campus tour
- ii. Driver training (schedule with Outdoor Rec team)
- iii. Meet with all professional staff 1-on-1
- iv. Ethics Training (see Business Office)
- v. Secure UGA Training (see Business Office)
- vi. Review NDAH policy (see your Associate Director for help on this)
- vii. Review previous area annual reports, goals, priorities, etc.
- viii. Review Departmental, Divisional, University policies that are relevant (NDAH, SecureUGA, etc.)
- ix. Schedule time to get driver trained; show how to check out departmental vehicles, DP passes, etc. (see Outdoor Recreation staff)
- x. Scanner/copier code, other daily office operations (see Business Office)
- xi. Meet all staff and what you go to them for (what purpose do they serve for the new staff member?)
 - 1. "What new projects has your area completed?"
 - 2. "How has my program area interacted with yours in the past?"
 - 3. "What are ways you feel we could work together but have not?"
- xii. In-depth tour of facilities
 - 1. Ramsey
 - 2. Pound Hall, Wheeler Gym, Health Science Campus field
 - 3. Rec Sports Complex
 - 4. Lake Herrick
 - 5. Oconee Forest Park – Challenge Course
 - 6. Club Sports Complex