

ONBOARDING GUIDE



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Set up

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Integration



University
of Windsor

HUMAN RESOURCES

www.uwindsor.ca/humanresources

This guide has been designed to assist departments with onboarding process of a new employee. It outlines steps, tips, and resources for a successful transition of a new hire to the to the university.

1 PREBOARDING

Before employee's first day

- Employee submits documentation to the department
- Team Announcement
- Employee Number set up (provided by Human Resources for UWin Account request)
- Request Key/Card/Fob Access from [Key Control](#)
- Request Business Cards from the [University Print Shop](#)
- Employee to contact Parking Services
 - Please connect directly with parking services at parking@uwindsor.ca to learn about the parking lot options on campus
 - [Parking Application](#) (under Purchase a Permit)
 - [Staff Parking Reallocation - Waiting List](#) (login to view the form)
- Request workstation/area Name Sign at fac-admin@uwindsor.ca

Submit UWin Account Creation (including Onboarding & Offboarding) Ticket

Submit ticket at:

<https://uwindsor.teamdynamix.com/TDClient/1975/Portal/Requests/ServiceDet?ID=9521>

- Items covered as part of submitting this ticket include:
 - UWin Account creation (includes UWin ID and password)
 - Telecommunications set up (includes phone, extension, long distance code and online directory)
 - Access to shared mailboxes, OneDrive, Office 365 Groups/Teams and file shares, I.T. systems, such as UWinsite Student, UWinsite Finance
- It is recommended that UWin Account Creation tickets be submitted **at least 10 business days before a new employee's start date.**

2 WELCOME

Meeting Recommendations

Standing / department specific Meetings:

- Director/Supervisor
 - Some questions to consider:
 - Ask what specific skills or expertise the new employee brings to the team that they are excited to leverage in their role. This can help you assign tasks/responsibilities that align with their capabilities, and also demonstrates that you value their skills, encouraging them to contribute their best to the team.
 - Ask what their short-term and long-term career goals, and how you can support them in achieving those goals. This can help you align their interests with suitable opportunities and development paths.
 - Ask how they prefer to receive feedback, and how often they would like to have check-ins to discuss their progress. This can help you tailor your communication approach to ensure they feel comfortable and motivated to grow.
 - Probation Performance reports
 - Due in accordance with the guidelines established by the collective agreement.
 - Upon completion and review of the report, please have the new employee sign the form.
 - Return signed report to Human Resources.
- Team meetings
- Campus wide meetings

3 SET UP

New Computer Set up

Submit ticket at:

<https://uwindsor.teamdynamix.com/TDClient/1975/Portal/Requests/ServiceDet?ID=10884>

- Items covered as part of submitting this ticket include:
 - Standard software installation (Microsoft 365 Apps, Company Portal, Microsoft Edge, etc.)
 - Additional software installation (Google Chrome and Mozilla Firefox browsers, VIP, etc.)
 - Printer set up
- Computer set-ups can take up to 5 business days with an existing device. If a device needs to be ordered, please begin the procurement process a **minimum of 15 business days before the new employee's start date.**

4 INTEGRATION

Draft Onboarding Schedule and Notes

Key Resource:

www.uwindsor.ca/humanresources

| Date/ Time | Session Name | Topics Included |
|---------------|--------------|---|
| | Welcome | <ul style="list-style-type: none">- Building/Equipment/Workstation H&S Overview- First Aid Program, Location of First Aid Kits and First Aiders by Building- Laptop/OneDrive Access |

| Date/ Time | Session Name | Topics Included |
|---------------|---|--|
| | | <ul style="list-style-type: none"> - Team Introductions & Office Tour |
| | Access & Onboarding Requests | <ul style="list-style-type: none"> - Set up Attendance Record and Vacation Entitlements - Set up Email Signature – see sample on page 7 - Submit Key Request – FOB, Exterior Doors and After Hours Access - Obtain cell numbers for emergency contact |
| | Mandatory Training and Self-Identification Survey | <p>Mandatory Training Employee must complete mandatory training modules as per their letter of appointment. Such training includes but not limited to:</p> <ul style="list-style-type: none"> - Accessible Customer Service - AODA and Human Rights - Health & Safety in the Workplace Orientation - WHMIS <p>Mandatory Training is accessed by logging into the Mandatory Training site.</p> <p>Self-Identification Survey This survey will be used for the purpose of developing and delivering initiatives to promote fairness and equity at the University of Windsor, and can be accessed through the Office of Human Rights, Equity & Accessibility (OHREA) – Self-Identification Survey page.</p> |
| | Systems Access | <p>UWin Account/Access to Office 365/Teams/Emails Logins and Systems Access as noted on page 1</p> <ul style="list-style-type: none"> - OneDrive - UWinsite Finance – overview of financial processes, office supplies, ordering, etc. - UWinsite Student – overview of student-related information system - VIP System – employee data (if required) |
| | Aspire | <ul style="list-style-type: none"> - President’s Address February 2, 2023 – Recording Available - University Strategic Plan |

| Date/ Time | Session Name | Topics Included |
|---------------|---|---|
| | Administrative Information | <ul style="list-style-type: none"> - Campus Map - Campus Online Directory - Daily News - HR Attendance System - Time Off Requests/Sick Notification Process - myUWinfo Guide - Multifactor authentication - Office 365 Portal – portal.office.com (sign in with UWinID/password) - Payroll Schedule - Team Members and Organizational Structure - University Holiday Schedule - Voicemail-Call Pilot |
| | Equity, Diversity & Inclusion Resources | <ul style="list-style-type: none"> - EDI Initiatives |
| | Health & Safety | <ul style="list-style-type: none"> - H&S Homepage - H&S Illness Reporting - Information related to health and safety and committee member listings and minutes - Workplace Violence & Harassment Policies |
| | Indigenous Peoples | <ul style="list-style-type: none"> - University of Windsor Indigenous Initiatives |
| | Key Links | <ul style="list-style-type: none"> - IT Support <ul style="list-style-type: none"> o Support Ticket Submissions and Support Chat Feature o Getting Started – Staff o 1:1 IT Support Request - Office 365 and Training Options <ul style="list-style-type: none"> o https://www.uwindsor.ca/itservices/tech-talk o https://support.microsoft.com/en-us/training |
| | Overview of Tools and Platforms Used | <ul style="list-style-type: none"> - Microsoft Forms/Qualtrics - Microsoft Teams – meetings, chats, calls - OneDrive – sharing, saving, access, syncing folders - Outlook – email setup, meeting scheduling |

| Date/ Time | Session Name | Topics Included |
|---------------|--------------------------|--|
| | Procurement Programs | <ul style="list-style-type: none"> - PCard Program – review purchasing process - Procurement Employee Discounts - Procurement forms, resources and policies including Travel & Entertainment Expense Policies - Telus Corporate Mobility Program |
| | Professional Development | <ul style="list-style-type: none"> - Flexible Work Arrangements Program - Leadership Development Fund for Marginalized and Historically Underrepresented Groups - Professional Development Calendar |
| | University & HR Policies | <ul style="list-style-type: none"> - H&S Policies and Procedures - UWindsor Policy Library |
| | Workplace Wellness | <ul style="list-style-type: none"> - Employee Assistance Program (EAP) - Toldo Lancer Centre Membership - Workplace Wellness |
| Optional | Active Transportation | <ul style="list-style-type: none"> - Information on electric vehicle charging stations, Windsor Transit, Bike Racks in campus and more can be found on the Environmental Sustainability @ UWindsor website. |
| Optional | Campus Tours | <ul style="list-style-type: none"> - Book an In-person UWindsor Campus Tour - UWindsor Campus Virtual Tour |
| Optional | UWindsor Overview | <ul style="list-style-type: none"> - Brand Assets – Tools & Templates - UWindsor Program Information and Faculties/Departments <ul style="list-style-type: none"> o https://future.uwindsor.ca/program-listing o https://www.uwindsor.ca/faculties-and-departments |

Email Signature – Sample Only



Optional information to add:

If sending email outside of regular hours:

Please note: This email may have been sent at a time outside of the University's regular office hours. Please do not feel obliged to reply outside of your work hours.

Land Acknowledgement:

The University of Windsor sits on the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. As we make this land acknowledgement, it is also important that we continue to do the work to address systemic and historic injustices.

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<https://www.uwindsor.ca/logo/tools-templates>

USEFUL LINKS

Professional/Purchasing Discounts

- [CAUBO: Association/Discounts/Seminars](#)
- [Other Discounts](#)

Telecommunications – Knowledge Base Articles

- [Telecom and Mobile](#) – including information on how to:
 - Access CallPilot Voicemail - logging into voice mail from on campus and off campus
 - Getting started with CallPilot voice mail system - logging in for the first time
 - Desktop Messaging Setup and recording external or temporary greeting