



College of Public Affairs and Education

UNIVERSITY OF ILLINOIS SPRINGFIELD

Subject: Onboarding New Employees
Category: Human Resources
Effective Date: 02/01/2023
Contact: Business Administrative Associate

Procedure

- 1.) Upon notification that a position has been approved, the position's supervisor will reach out to the [Administrative Assistant in the Dean's Office](#) regarding the office assignment.
- 2.) Once an office has been assigned for the new position, the unit's Administrative Aide will inspect the office and determine the need for:
 - a. Cleaning and painting.
 - i. If cleaning is needed, the Administrative Aide will complete [a work order](#).
 - ii. If painting is desired, the Administrative Aide will work with facilities to obtain a quote of the cost, then obtain approval from the Senior Business Manager before submitting the request.
 - b. Technology/equipment:
 - i. Computer – requested by Administrative Aide through [the Desktop Refresh Program](#).
 - ii. Other electronic equipment such as printers, scanners, telephones, etc. If equipment is needed, the Administrative Aide will work with the Senior Business Manager to determine a budget and order the necessary equipment.
 - c. Office furnishings – desk, chairs, tables, filing cabinets, book shelves, etc. If office furnishings are needed, the Administrative Aide will work Facilities to determine if furnishings may be obtained through Surplus. If any furnishings are not obtainable via Surplus, then the Administrative Aide will work with the Senior Business Manager to determine a budget and order the necessary furnishings.
- 3.) Once the office is ready for occupancy, the Administrative Aide will notify the supervisor and the Dean's Office staff.
- 4.) New faculty will attend orientation provided by Academic Affairs. Unit heads will provide additional onboarding of new faculty, including working with their Administrative Aide and the Dean's Office staff to ensure that new faculty members obtain office keys, business cards, and other office supplies.
- 5.) An onboarding schedule will be developed by the supervisor for new academic professional and civil service staff for their first two weeks to include:

- a. Meet with the Dean for an overview of the College.
- b. Meet with the Associate Dean to review their roles and responsibilities, with follow ups at the end of the onboarding period.
- c. Meet with the Business Administrative Associate for a campus tour, obtain keys and parking pass, and university ID. Follow up to request access to Banner, and other university systems as necessary.
- d. Meet with the Senior Business Manager to review fiscal policies and procedures and any related training as necessary for the position.
- e. Meet with the Administrative Assistant to review phone protocols, copy card use, course scheduling, emergency protocols, etc., as necessary.
- f. Meet with the Director of Program Development, Outreach, & Quality Assurance, for an introduction to Undergraduate Advisors and other Academic Support Staff, overview of the College Communication Plan, etc.
- g. For staff working directly with Schools/Departments, meet with their Unit Head(s) for orientation to the unit programs, faculty and staff.
- h. Take FERPA and Information Security Training, and other UIS systems' training as required for their position.