

# ONBOARDING GUIDE



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 University.

# 1 PREBOARDING

## Pre-OnBoarding / Onboarding on Employee Start Up

- Employee submits documentation to Human Resources and the hiring department
- Employee number set up by Human Resources. Submit a UWin Account request with IT Services.
- Department sends announcement to team/key campus partners as needed
- Employee uploads a photo and requests a UWinCard from the UWinCard Office
- Request Key/Prox Access from [Key Control \(can be done on employee start up\)](#)
- Request Business Cards (optional) from the [University Print Shop](#)
- Employee to contact Parking Services (optional as needed):
  - Please connect directly with parking services at [parking@uwindsor.ca](mailto:parking@uwindsor.ca) to learn about employee parking options on campus
  - [Parking Application](#) (refer to Purchase a Permit)
- Request Workstation/Area Name Sign (optional) from Facilities at [fac-admin@uwindsor.ca](mailto:fac-admin@uwindsor.ca)

## Submit UWin Account Creation and Onboarding Request with IT Services

Submit an Account Creation/Onboarding or Change of Position ticket at:

<https://uwindsor.teamdynamix.com/TDClient/1975/Portal/Requests/ServiceDet?ID=53417>

- 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)
  - Access to shared mailboxes, OneDrive, Office 365 Groups/Teams and file shares, I.T. systems such as UWinsite Student, UWinsite Finance
  - Note: computer set up requests are submitted as a separate ticket
- 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(s) 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, Other University Systems, 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 **well in advance of the employee's start date when possible.**

# 4 INTEGRATION

## Onboarding Resources and Notes

**Key Resource:**

[www.uwindsor.ca/humanresources](http://www.uwindsor.ca/humanresources)

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

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Date/ Time	Session Name	Topics Included
		<ul style="list-style-type: none"> <li>- Team Introductions &amp; Office/Building Tour</li> </ul>
	Access & Onboarding Requests	<ul style="list-style-type: none"> <li>- Set up Attendance Record and Vacation Entitlements</li> <li>- Set up Email Signature – see sample on page 7</li> <li>- Submit Key Request – FOB, Exterior Doors and After Hours Access</li> <li>- Obtain contact number for emergency contact</li> </ul>
	Mandatory Training and Self-Identification Survey	<p><b>Mandatory Training</b> 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"> <li>- Accessible Customer Service</li> <li>- AODA and Human Rights</li> <li>- Health &amp; Safety in the Workplace Orientation</li> <li>- WHMIS</li> </ul> <p>Mandatory Training is accessed by logging into the <a href="#">Mandatory Training site</a>.</p> <p><b>Self-Identification Survey</b> 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 <a href="#">Office of Human Rights, Equity &amp; Accessibility (OHREA) – Self-Identification Survey page</a>.</p>
	Systems Access	<p>As Required - Logins and Systems Access</p> <ul style="list-style-type: none"> <li>- OneDrive</li> <li>- UWinsite Finance – overview of financial processes. Review ordering of office supplies and other materials in area.</li> <li>- UWinsite Student – overview of student-related information.</li> <li>- UWinsite People System - employee-related information</li> </ul>
	Aspire Strategic Plan	<ul style="list-style-type: none"> <li>- <a href="#">Aspire - Together for Tomorrow - University Strategic Plan</a></li> </ul>

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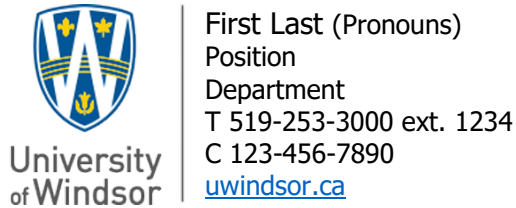
Date/ Time	Session Name	Topics Included
	Administrative Information	<ul style="list-style-type: none"> <li>- <a href="#">Campus Map</a></li> <li>- <a href="#">Campus Online Directory</a></li> <li>- <a href="#">Daily News</a></li> <li>- <a href="#">HR Attendance System - Time Off Requests/Sick Notification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

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

## Public Affairs & Communications - Form to Generate an Email Signature

### 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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# **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