**WHAT TO EXPECT DURING ONBOARDING**

**BEFORE YOU START**
Sign the *offer letter* & return it. Watch for communications to *begin the I-9 process* and learn about other logistics. *Plan* for your first day. *Reach out* if you have questions.

**YOUR FIRST DAY**
Arrive on time! Expect to connect with your manager & onboarding liaison to discuss the details of your onboarding plan, learn more about your new role, your responsibilities, and performance expectations. *Setup future touchpoints.*

**BY DAY 3**
Meet your team. Connect with UW System Human Resources to *complete paperwork & the I-9 process.* Address remaining logistics & equipment issues as needed.

**WEEK 1**
- Obtain your *WISCard.* Begin job-related and mandatory *training.*
- Begin *meeting with internal partners, peers and colleagues.* Begin learning internal processes.
- Meet your *UWSA Ambassador.* *Monitor your progress.*

**MONTH 1**
Participate in *new employee welcome & benefits sessions.* Finalize your *benefits enrollment.* Complete job-related and mandatory *training.* Continue learning & networking. *Monitor your progress.*

**MONTH 2-4**
Complete the *new employee meeting series.* Continue learning, networking & monitoring your progress. Expect *an evaluation* at the end of the introductory period. Seek opportunities to *learn & grow* in your role.
TIPS FOR SUCCESS
ADVICE FOR NEW EMPLOYEES

ASK YOUR MANAGER
What are your expectations?
What are the team’s short and long term goals?
Who are our partners?
How does my role connect to the mission of the department & UW?

ASK YOUR TEAM
What do you wish you had known when you started?
How can I be a good teammate?
What are the unspoken norms in our team and department?
What gets in the way of the team getting the job done?

ASK YOURSELF
What do I already know and what do I need to learn?
What/where/who are my resources?
With whom do I need to build relationships?
How can I help meet my team, my department and UW’s goals?

BUILD YOUR NETWORK
Meet your team and internal partners. Connect with peers and colleagues across UW System. Develop effective communication, build strong working relationships and encourage collaborative partnerships.

Have a positive attitude
Be curious & ask questions
Be open to new things
Set yourself up for success