Onboarding Plan for

Week One Goals and Objectives:

- List Goals and Objectives
- Review HR Policies and Benefits Information
- Complete Insurance and Retirement Paperwork
- Obtain Staff ID
- Complete the [Outside Interest Disclosure Form](#)
- Complete the vaccine verification form in IRIS through [Employee Self-Service](#)

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<td>Review Be One UT Values</td>
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<td>Complete Insurance and Retirement Paperwork – Contact Marchelle Robinson for assistance</td>
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## Onboarding Plan for

#### Event | Time | Zoom Connection Information
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Complete the vaccine verification form in IRIS

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### Training & Development

**K@TE**

[https://kate.tennessee.edu/](https://kate.tennessee.edu/)

K@TE (pronounced "Kate") represents "Knowledge and Training Excellence" and is the University of Tennessee's comprehensive Learning Management System for training and professional development.

#### Title VI Training

*This course defines Title VI of the Civil Rights Act of 1964, explains UT’s Title VI obligations, presents examples of discriminatory practices, defines Limited English Proficiency, and explains complaint procedures and prohibition on retaliation.*

#### UTSA Title IX Haven Training

*This Everfi training ensures UT system employees are aware of resources and reporting obligations specific to the Policy on Sexual Misconduct, Relationship Violence, Stalking, and Retaliation. It is a seven module course that includes videos, scenarios, activities, and pre- and post-course quizzes. The course takes an average of one hour to complete, but you do not need to complete in one sitting. Completion of the course will be reported through Everfi to administration and updated in K@TE at the end of every month.*

#### UTSA IT Security Awareness Training

*This course is designed to provide a better understanding of the latest cyber security threats and how to counter them.*

#### Recommended Diversity and Inclusion Training

- *Understanding Unconscious Bias (Skillsoft, 25 min)*
- *Overcoming Unconscious Bias in the Workplace (Skillsoft, 25 min)*
- *Overcoming Your Own Unconscious Biases (Skillsoft, 22 min)*
- *Workplace Management: Global HR, Diversity, and Inclusion (Skillsoft, 1 hour 54 min)*

### Policy Review
Code of Conduct

http://compliance.tennessee.edu/codeofconduct.html

The Code of Conduct policy has been developed to assist UT employees and their departments in creating an ethical climate. The Code outlines the basic expectations for UT employees, directs them to policy requirements and other resources, and provides instructions for reporting concerns and violations. The Code is not intended to be a comprehensive catalog but instead represent the expectations that university employees will conduct themselves with the highest standards of integrity and ethics in performing UT business.

Probationary Period

http://policy.tennessee.edu/hr_policy/hr0135/

All newly hired staff employees, including those converting from temporary or student appointments, will serve a probationary period of six calendar months. At the end of the probationary period, a performance review will be completed.

To review the full list of policies, please visit:
http://policy.tennessee.edu

Important Links

COVID-19 Updates
Get the most updated information on the University’s response to COVID-19.

System HR Website
Here you can read the current and previous issues of the HR newsletter. The newsletter is released every Tuesday and is filled with valuable information for the UT System community.

HR Newsletter
Archived copies of the biweekly HR Newsletter.

Inclusion, Diversity & Engagement (IDE)
The UT System Office of Inclusion, Diversity & Engagement develops statewide policies and programs that promote diversity in student recruitment and retention, faculty and staff recruitment and retention, academic experiences and community outreach.

President’s Column
Monthly updates from President Boyd to the University community.

Transparency Website
Onboarding Plan for

Access to information about the University of Tennessee including updates, documents, and dashboards.

Campus Guide
Get to know the campuses that comprise the UT System.

Contacts
List Phone Numbers and Email Address Here for Frequent Contacts

Human Resources
(865) 974-8170

Future Goals & Objectives

- List Goals and Objectives Here