



Onboarding Plan for Click or tap here to enter text.
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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](#)

Click or tap to enter a date.

Event	Time	Zoom Connection Information
Review UT Policies and Benefits Information		
Review Be One UT Values		

Click or tap to enter a date.

Event	Time	Zoom Connection Information
Complete Insurance and Retirement Paperwork – Contact Marchelle Robinson for assistance		

Click or tap to enter a date.

Event	Time	Zoom Connection Information
Complete Outside Interest Disclosure Form		

Click or tap to enter a date.

Event	Time	Zoom Connection Information



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

Training & Development

K@TE

<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



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<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](#)



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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