**[employee name]**

**[Title]**

**[Date}**

**SCHEDULE**

8:00– 8:30 a.m. Welcome! Meet with [name] via Zoom

8:30 – 9:00 a.m.     Advance Web Access & Security Video – complete this video to gain access to [insert].

9:00 – 9:30 a.m. [Privacy & Security Training](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=https:%2F%2Fuc.sumtotal.host%2Flearning%2Fapp%2Fmanagement%2FLMS_ActDetails.aspx%3FUserMode%3D0%26ActivityId%3D92160%26ClassUnderStruct%3DFalse%26CallerUrl%3D%2Flearning%2Flearner%2FHome%2FGoToPortal%3Fkey%3D0%26SearchCallerURL%3Dhttps%253A%252F%252Fuc.sumtotal.host%252Fcore%252FsearchRedirect%253FViewType%253DList%2526SearchText%253Dprivacy%25252520and%25252520security%2526startRow%253D0%26SearchCallerID%3D2) (HIPAA). Complete video, print certificate of completion. This training must be completed before attending the [insert] Systems Onboarding Training.

Print Security & Training Acknowledgement Form  - obtain supervisor’s signature in designated areas (pages 1 & 3)

9:30 - 10:30 p.m. Calendar Meetings - Please take this time to register and place all meetings listed on your itinerary to your Outlook Calendar.

* Register for [[training name]](https://uc.sumtotal.host/rcore/c/learn/registration?CallerURL=%2Flearning%2Fcore%2Factivitydetails%2FViewActivityDetails%2F374395%3FActivityId%3D374395%26UserMode%3D0&activityId=374395&isDeepLink=1&userMode=0) to take place on [date] at 9am or 11:30 (your choice)
* Register for [Benefits Orientation](https://hr.ucdavis.edu/departments/learning-dev/course-catalog/benefits-retire/benefits-orientation)  to take place [date] 9:30am-12:00pm
* Register for [Power BI](https://uc.sumtotal.host/rcore/c/learn/registration?CallerURL=%2Flearning%2Fcore%2Factivitydetails%2FViewActivityDetails%2F367170%3FActivityId%3D367170%26UserMode%3D0&activityId=367170&isDeepLink=1&userMode=0) to take place [date] 1:00 or 2:30 pm (your choice)
* Register for [Virtual New Employee Welcome](https://hr.ucdavis.edu/employees/new-employees/new-virtual) [date] 9-11am

11 a.m.-12 p.m. Desk Time (Last page of itinerary)

12 – 1 p.m. Lunch

1-3 p.m. Department Meetings –to be scheduled by [name/titile]

3-4 p.m. Welcome! With [name], Business Operations Manager Zoom

4 – 4:30 p.m. Meet with [name] -Daily Onboarding Debrief Zoom *To discuss - Overview of Employee Checklist, Prior Day Meetings, Trainings, Assignments, Q&*

|  |
| --- |
| **Desk Time**  ***\*You will need access to the DEVAR Intranet to complete the tasks below. Once you obtain access please make the following items a priority in order:***     * Review and Work through [New Employee Checklist](https://devarintranet.ucdavis.edu/new-employee-checklist-davis-campus)      * Review [Insert] Resource Guide      * Familiarize yourself with the [policies/procedures] * Item 1 * Item 2 * Item 3      * Place unit, department & division meetings on your calendar.   **University Required Trainings** *Note: Please take online courses or sign up for in-person trainings*             Complete within your first 30 days   * [UC Cyber Security Awareness Fundamentals](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=https:%2F%2Fuc.sumtotal.host%2Flearning%2Fapp%2Fmanagement%2FLMS_ActDetails.aspx%3FUserMode%3D0%26ActivityId%3D349421%26ClassUnderStruct%3DFalse%26CallerUrl%3D%2Flearning%2Flearner%2FHome%2FGoToPortal%3Fkey%3D0%26SearchCallerURL%3Dhttps%253A%252F%252Fuc.sumtotal.host%252Fcore%252FsearchRedirect%253FViewType%253DList%2526SearchText%253Duc%25252520cyber%25252520security%25252520awareness%25252520fundamentals%2526startRow%253D0%26SearchCallerID%3D2) * [UC Davis Travel Card Corporate Liability Training](https://uc.sumtotal.host/Core/pillarRedirect?relyingParty=LM&url=https:%2F%2Fuc.sumtotal.host%2Flearning%2Fapp%2Fmanagement%2FLMS_LearnerReports.aspx%3FUserMode%3D0%26Mode%3D1)             Complete within your first 60 days   * [UC Sexual Violence & Sexual Harassment Prevention Training for Non-Supervisors](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=https:%2F%2Fuc.sumtotal.host%2Flearning%2Fapp%2Fmanagement%2FLMS_ActDetails.aspx%3FUserMode%3D0%26ActivityId%3D237932%26ClassUnderStruct%3DFalse%26CallerUrl%3D%2Flearning%2Flearner%2FHome%2FGoToPortal%3Fkey%3D0%26SearchCallerURL%3Dhttps%253A%252F%252Fuc.sumtotal.host%252Fcore%252FsearchRedirect%253FViewType%253DList%2526SearchText%253Dsexual%25252520violence%2526startRow%253D0%26SearchCallerID%3D2) * [Ergonomics for Computer Users](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=https:%2F%2Fuc.sumtotal.host%2Flearning%2Fcore%2Factivitydetails%2FViewActivityDetails%3FUserMode%3D0%26ActivityId%3D176042%26ClassUnderStruct%3DFalse%26CallerUrl%3D%2Flearning%2Flearner%2FHome%2FGoToPortal%3Fkey%3D0%26SearchCallerURL%3Dhttps%253A%252F%252Fuc.sumtotal.host%252Fcore%252FsearchRedirect%253FViewType%253DList%2526SearchText%253Dergonomics%25252520for%25252520computer%25252520users%2526startRow%253D0%26SearchCallerID%3D2)   **[Unit Spesific] Required Trainings** *Note: Please take online courses or sign up for in-person trainings*            Complete within your first 60 days   * [What is Implicit Bias?](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS_ActDetails.aspx%3FActivityId%3D321050%26UserMode%3D0&domain=8) * [The Impact of Implicit Bias](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS_ActDetails.aspx%3FActivityId%3D321045%26UserMode%3D0&domain=8) * [Common Forms of Bias](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS_ActDetails.aspx%3FActivityId%3D321048%26UserMode%3D0&domain=8) * [Managing the Influence of Implicit Bias: Awareness](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2fmanagement%2fLMS_ActDetails.aspx%3fActivityId%3d321049%26UserMode%3d0&domain=8) * [Managing the Influence of Implicit Bias: Mindfulness and Conscious De-biasing](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2fmanagement%2fLMS_ActDetails.aspx%3fActivityId%3d321046%26UserMode%3d0&domain=8) * [Managing Implicit Bias in the Hiring Process](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2fmanagement%2fLMS_ActDetails.aspx%3fActivityId%3d321047%26UserMode%3d0&domain=8) * [Is It Bullying? Awareness & Strategies](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=https:%2F%2Fuc.sumtotal.host%2Flearning%2Fapp%2Fmanagement%2FLMS_ActDetails.aspx%3FUserMode%3D0%26ActivityId%3D238109%26ClassUnderStruct%3DFalse%26CallerUrl%3D%2Flearning%2Flearner%2FHome%2FGoToPortal%3Fkey%3D0%26SearchCallerURL%3Dhttps%253A%252F%252Fuc.sumtotal.host%252Fcore%252FsearchRedirect%253FViewType%253DList%2526SearchText%253Dis%25252520it%25252520bullying%2525253F%25252520awareness%25252520and%25252520strategies%2526startRow%253D0%26SearchCallerID%3D2) * [Your Role in Workplace Diversity](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=https:%2F%2Fuc.sumtotal.host%2Flearning%2Fcore%2Factivitydetails%2FViewActivityDetails%3FUserMode%3D0%26ActivityId%3D333879%26ClassUnderStruct%3DFalse%26CallerUrl%3D%2Flearning%2Flearner%2FHome%2FGoToPortal%3Fkey%3D0%26SearchCallerURL%3Dhttps%253A%252F%252Fuc.sumtotal.host%252Fcore%252FsearchRedirect%253FViewType%253DList%2526SearchText%253Dyour%25252520role%25252520in%25252520workplace%25252520diversity%2526startRow%253D0%26SearchCallerID%3D2)      * Review [[Unit spesific] Training Program](https://devarintranet.ucdavis.edu/devar-training-program)      * Review [Org Charts](https://devarintranet.ucdavis.edu/organizational-charts-0)      * Sign up for [insert] Membership      * Sign up for a [Campus Tour](https://visit.ucdavis.edu/tourreg/)      * Sign up for [insert] newsletter      * Review Team & Individual Business Plans (provided by supervisor) |