

Welcome – Onboarding Schedule

[Name/Title]

Welcome to [insert department] and UC Davis. During your first weeks you'll be meeting your colleagues and learning about [insert department], its mission, activities, constituents, and work culture. We've set up meetings for you and encourage you to set up other meetings as you discover more to learn about. A staff member, [name], will be your official "buddy;" their role is described below.

Your Buddy: **[name/title/contact info]**

Your "Buddy" has volunteered to be your "go to" during your first 6 months. They are available to answer any kind of questions you might have, and you should feel free to call on them, especially for questions you don't want to take to your supervisor. We are all grateful for the behind the scenes orientation that our buddies offer, please avail yourself of this great way to build relationships at UC Davis.

We have an orientation slide deck with lots of information and links to sites where you can dig deeper – you'll be introduced to that deck during your first week. Please take time to peruse it and to read those documents that are important for your work. A few key bits of info are listed below to get you started on day one!

[Insert department] AT A GLANCE:

- Operating hours (office): 8:30am-5:30pm, Monday – Friday
- Your hours July – August, Tuesdays – Saturdays, 8:30 am – 5:30 pm
- Public Hours – open for visitors (July – August):
 - Thursdays, Fridays, Saturdays (with timed tickets)
 - (September on):
 - TBD by mid-August
- [insert department] is locked and alarm is armed until 8:00am on weekdays, 9:30am on weekends. If you arrive before these hours you need to wait for a staffer to open the building for you. [Name, building manager] will explain the security system and closing hours.
- See attached staff contact sheet for staff list and contact info

In addition to a schedule of meetings and key activities for your first two months, this onboarding document defines your primary responsibilities and goals for your first six months. You'll discuss this with your supervisor [name] on day one.

[Name] Primary Responsibilities and Projects for 6 Month Probationary Period

1. [Responsibility]

Brief description

Specific Task with due dates [if applicable]

2. [Responsibility]

Brief description

Specific Task with due dates [if applicable]

SPECIAL PROJECTS, FIRST 6 MONTHS

(milestones for these projects will be developed and documented in conjunction with [supervisor] **by date**)

1. [Project with due date/s]

2. [Project with due date/s]

MEETINGS/EVENTS TO ATTEND OR SCHEDULE

To Be Scheduled by You:

- [Specific meetings or trainings]

First two-weeks schedule [example]

Date

8:30 am	Arrive at [insert department] Please ring doorbell when you arrive at staff entrance. [name] will greet you and show you to your desk and introduce you to museum basics including office hours and entrance procedures.
9 am	Department mtg (every Tuesday at 9 am).
10 am	Meet with Facilities Manager [name] for safety and security orientation. They will give you a key card and introduce you to building safety procedures.
12 - 2 pm	Lunch and orientation to onboarding with [supervisor] . [Name] will present and review your onboarding packet (this document) and begin discussion of goals/projects for the first 6 months. Will also introduce Anti-Racism Action Plan and MASS Action Assessment.
2- 2:45 pm	Meet with [Name] , Business Operations Coordinator, to go over IT/Desk set up.
3 – 3:30 pm	Introduction to [insert department] internal orientation slide deck with [name/title]. Spend time over weeks one and two reviewing info and follow up on questions with buddy and supervisor. Successful onboarding relies upon you taking the time to read the materials available on the internal slide deck. This information will help get you up to speed on how the museum operates.

At your 1:1 meeting with [supervisor name] on [date] you will review the museum's business plan. Please read that document prior; this is an opportunity for you to ask any questions you may have.

Date

9:30 – 11 am Attend all staff meeting

12– 12:30pm Onboarding review with [supervisor]

1:30 – 3 pm Winter Exhibition Meeting

Exhibition planning meetings are organized around exhibition seasons that align with UC Davis quarters (Fall, Winter, Spring). Fall exhibits open to the public in summer and run through fall quarter. You will attend these meetings to represent Visitor Services. ([supervisor]will provide more information.

Date

8:30 – 9 am Huddle Up

3 – 3:30 pm Meet with **[name]** Assistant to the Director, to review email system and meeting scheduling. Once you have your UC Davis e-mail, please distribute via to all staff.

Date:

11am – 12pm Exhibit walkthrough with [names/titles]

2-3pm Review *Visitor Experience Guidelines* document with [name].

Date:

9 am Department Meeting mtg (every Tuesday at 9 am).

10-11 am Attend **Attracting, Selecting and Hiring Diverse Talent in the Offices of the Chancellor & Provost (Registration info below)**

2-2:45 pm Meet with [name], events manager, to learn about “green,” “red,” and “blue” programs, facilities rentals, co-sponsored and museum generated programs. Intro to museum gala (will hear more from Development team as well).

4-4:45 pm Meet with **[name/s]**, Communications team, to learn about marketing, promotions, and public relations at the museum.

Date

1:30 – 3 pm Fall 2022 Exhibition Meeting

3-4pm Meet with [name], Academic Liaison, to learn about how the museum interacts with faculty. Introduction to the Leadership Collaboration Committee, “Red” Programming, Faculty Engagment Plan activities, classes, etc.

Date

- 9 – 10 am Building Tour with **[name]**
- 10-11am Meet [insert] team. **[Names/titles]** will tell you about their roles and their current projects.
- 2-3pm Meet with **[name]** Exhibit Manager and **[name]**, Registrar, to tour back of house and learn about exhibit prep and registration

Date

- 10 – 11am Meet with **[names/titles]** to learn about Development/Donor Relations
- 3 – 4 pm Meet with **[name/title]** who will orient you to the UC Learning Center: <https://hr.ucdavis.edu/departments/learning-dev/uc-learning> (The UC Learning Center is an essential tool for you at UC Davis. You will be responsible to stay current on required trainings assigned to you. In addition, you have specific trainings that must be completed before the end of your probationary period – [date]. Specific training to be completed:
- List of required trainings

PROBATIONARY PERIOD

- Probationary Period Mid-Point Review with [supervisor] to be scheduled week of [date]