Quick Guide for New Hires & Onboarding

Department Resource

University of Wisconsin Stevens Point

This is a quick guide for compliance related tasks to support employee onboarding. There are many tasks beyond this quick guide and there may be additional requirements. Use the resources, including the checklist, on the UWSP Onboarding webpage to effectively onboard a new faculty or staff member and student employees.

	Task	Employee/Volunteer?	When to Complete	Reason/Need	Who Completes
Pre-Hire	**Job Related Reference Check**	New Faculty and Staff positions which have an offer of employment involved. (I.e., excludes title changes and student employees who are not Grad Assts, Research Assts, etc.)	Prior to verbal offer of employment for any faculty or staff member hired into a new position.	UW System Administrative Policy 1275: Recruitment Policies	Hiring supervisor – Submit completed reference check prior to verbal offer to Human Resources.
	Sexual Harassment Reference Check (SHRC)	New Faculty and Staff positions which have an offer of employment involved. (I.e., excludes title changes and student employees who are not Grad Assts, Research Assts, etc.)	Prior to verbal offer of employment for any faculty or staff member hired into a new position.	UW System Administrative Policy 1275: Recruitment Policies	Candidate provides basic information for check through UW-Shared Services. Initiated by Human Resources.
	Criminal Background Check (CBC)	• All new faculty and staff positions. • Student Employee and Volunteer positions which are positions of trust (POT) or positions of trust with access to vulnerable populations (POT-VP).	Passed background check on file prior to start date if the position is a POT, POT-VP, or will have interactions with youth. Passed background check on file within 2 weeks of start date if the position is not a POT, POT-VP, and will not interact with minors.	UWSP Criminal Background Check Policy (Based on UWS Board of Regent policy) UW System Administrative Policy 625: Youth Protection and Compliance	Candidate provides basic information for check through HireRight. Initiated by Human Resources.

	Financial Check	New Faculty, Staff, and Student Employees who will have access to finances or cash (a.k.a. POT)	Passed background check on file prior to start date.	UWSP Criminal Background Check Policy (Based on UWS Board of Regent policy)	Candidate provides basic information for check through HireRight. Initiated by Human Resources
	Post Offer Pre-Employment Screening (POPE)	New Faculty or Staff positions which have physical requirements to be pre-screened prior to start date.	Post verbal offer of employment and prior to contract/offer letter for positions with physical job requirements (I.e., custodian, etc.)	Physical job requirements and/or job posting.	Candidate through Industrial Therapy Solution (ITS). Initiated by Human Resources.
Post-Offer	**I-9**	All employees.	Post contract/offer letter and prior to start date is ideal. Otherwise, within 3 days of start date.	U.S. Citizenship and Immigration Services	Employee through HireRight, then documentation brought to HR within 3 days of starting.
Start Date or After	**Driver's authorization/ vehicle use agreement**	All Faculty and Staff, some Student Employees, and some Volunteers.	• Within first week of employment or volunteer position. • If driving a UWSP vehicle within first day of position.	See policies on Fleet Services page.	Employee via link on the fleet website.
	Mandatory Employment Training (MET) Courses	All employees.	Within 30 days of hire.	See policies on MET page.	Employee via Canvas.
	New Employee Safety Training	All employees.	Within 30 days of hire.	UW System Administrative Policy 1230: Workplace Safety	Employee via Canvas.