

Faculty Onboarding How-To- Guide

Office of the Provost

Faculty Affairs

THE UNIVERSITY OF ALABAMA AT BIRMINGHAM.

We are so excited to release a new and improved version of UAB Faculty Onboarding!

This enhanced faculty onboarding module in UAB PeopleAdmin will enhance your new faculty member's onboarding experience. And, it is fully integrated with the Application Tracking (ATS) module of the system. This will enhance the department administrator's experience and engagement with the system as well.

Please take a few minutes to review these materials and resources.

Thank you.

What's New for Onboarding

- Onboarding your full-time and part-time regular faculty can begin at a new workflow step- START ONBOARDING.
- Improved new faculty hire experience.
 They will access onboarding from same location where they applied.
- Improvement to Background Check Process

You kick-off background check process by

Assigning the Background Check

Coordinator's Checklist.



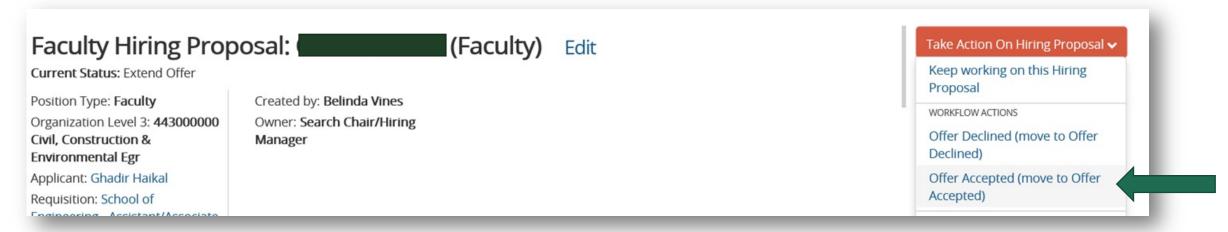
Positive Impact

The updated Onboarding Module:

- Streamlines several onboarding processes such as background checks
- Improves new faculty hire experience
- Makes it possible to onboard Adjunct faculty and CCIs (04)
- Makes it possible to onboard all Full-time Temporary (02)

Your How To Guide for Faculty Onboarding

- 1. GO TO and OPEN the hiring proposal.
- 2. Move the candidate's hiring proposal to **OFFER ACCEPTED**.



- 3. Once the background check process begins, the hiring proposal will be moved to **Start Onboarding**. You will receive an email notifying you when the Hiring Proposal has been moved to **START ONBOARDING**.
- 4. Then, choose the new hire's hiring proposal to initiate onboarding.

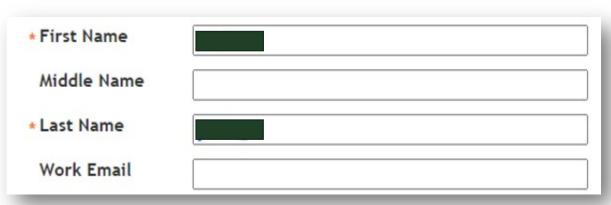
Your How To Guide for Faculty Onboarding

5. Click on Create Onboarding Event (located on the right under the Print Preview link);

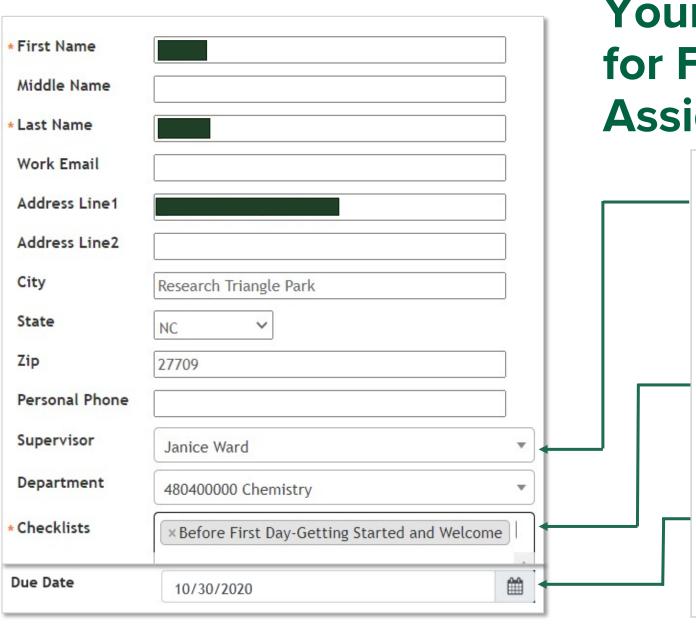
Faculty Hiring Proposal: Current Status: Start Onboarding		Print Preview	
Position Type: Faculty Organization Level 3: 443000000	Created by: Belinda Vines Owner: Faculty Affairs	◆ Create Onboarding Event •	

6. In the Work Email Field, enter the UAB email address (this must be the UAB campus email

address).



DO NOT INITIATE ONBOARDING UNTIL YOU HAVE THE NEW HIRE'S UAB EMAIL ADDRESS.



Your How-to Guide for Faculty Onboarding: Assigning the First Checklists

- 7. Select your name as the SUPERVISOR. The supervisor is the administrator who is managing the Onboarding process.
- 8. Select and assign the **Getting Started and**Welcome, the Department Admin Preparing
 for New Hires Arrival, and the Background
 Check Coordinator checklists.
- 9. You can assign multiple Onboarding Checklists at one time.
- 10. Assign a due date for the faculty member to complete the tasks on the checklist(s).

Your How To Guide for Faculty Onboarding

11. To assign new onboarding checklists; **Click on Update Onboarding Event**; inside the employee's Hiring Proposal.



12. Assign the additional checklists and due dates as needed.

It is vitally important that you, as the administrator, manage the **Onboarding** process for your faculty member. You may keep up with the assignment due dates for the next checklists by using options such as your Outlook calendar



Faculty Onboarding Resources:

UAB Faculty Onboarding Web pages and resources: <u>Faculty Onboarding Department Resources Web pages</u>

Email to facultyaffairs@uab.edu with questions, and we will add these to the FAQs.