

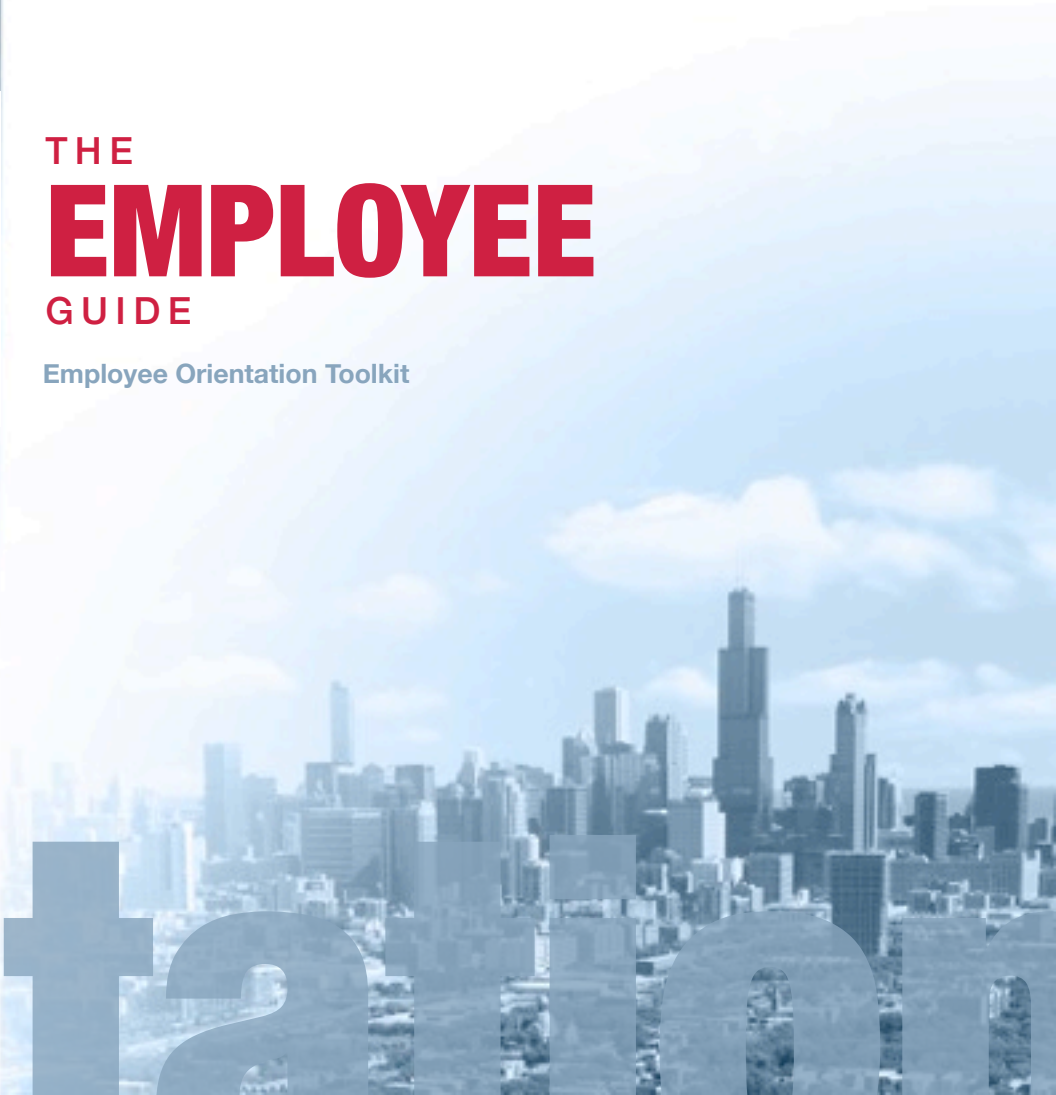


UIC
UNIVERSITY
OF ILLINOIS
AT CHICAGO

THE
EMPLOYEE
GUIDE

Employee Orientation Toolkit

Orientaation



Welcome

Welcome to the University of Illinois at Chicago

Joining UIC offers an opportunity to be part of an organization that provides access to the highest quality education and serves a student body nationally recognized for its diversity.

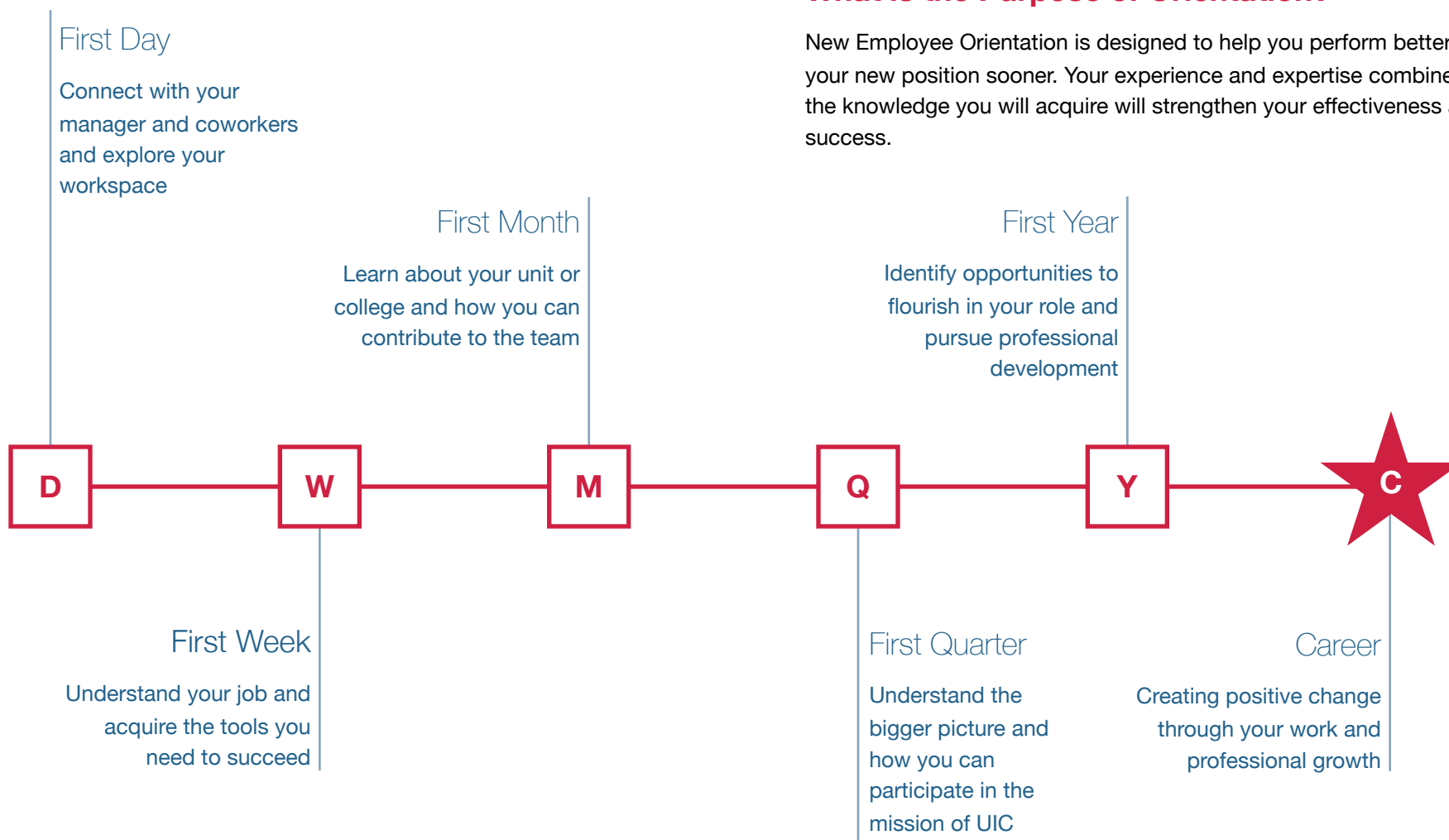
The University is among the best young universities in the world, one of only eight U.S. universities included in The Times Higher Education's 100 Under 50 list, and one of the top 200 research-funded institutions in the world. The UIC College of Medicine is the largest in the nation, educating one in six Illinois physicians. The UIC Mission:

- To create knowledge that transforms our views of the world and, through sharing and application, transforms the world.
- To provide a wide range of students with the educational opportunity only a leading research university can offer.
- To address the challenges and opportunities facing not only Chicago but all Great Cities of the 21st century, as expressed by our *Great Cities Commitment*.
- To foster scholarship and practices that reflect and respond to the increasing diversity of the U.S. in a rapidly globalizing world.
- To train professionals in a wide range of public service disciplines, serving Illinois as the principal educator of health science professionals and as a major healthcare provider to underserved communities.

Orientation

What is the Purpose of Orientation?

New Employee Orientation is designed to help you perform better in your new position sooner. Your experience and expertise combined with the knowledge you will acquire will strengthen your effectiveness and success.



Preparing



Preparing for Your First Day

Expect to receive an email message from your hiring officer informing you of important dates, times and locations before your start date.

Continue to visit New Hires pages to discover more about employee services and opportunities available at UIC. To enter your benefit selections and personal information into the system simply follow the checklist in [newHire](#).





Day

First Day

Focus on becoming familiar with your work area and specific responsibilities. Much of the first day in your new position will entail becoming familiar with your surroundings and coworkers. A colleague may be assigned as a mentor to help you become familiar with the processes and culture of UIC; don't hesitate to reach out for information or advice. During your first day you will have the opportunity to:

- Meet with your manager and identify the major responsibilities of the role
- Connect with individuals to guide you in understanding established processes in your area
- Connect with individuals to guide you in understanding key systems and tools
- Learn about work hours in your area
- Review benefits enrollment in [newHire](#) and complete forms
- Apply for a parking space. Applications, parking locations, and pricing can be found at the [Parking Services](#) website.
- Obtain an employee ID at one of the locations below:
 - Student Services Bldg. (SSB), 1200 W. Harrison, Suite 1790
 - Student Center West (SCW), 828 S. Wolcott, Room 241
 - Inquiries: idcenter@uic.edu

Week



First Week

Establishing specific goals and expectations during your first week is a key step early in your career. Your manager will meet with you to review your assignments and responsibilities. This is also a good time to learn about the physical organization of UIC including [East/West/South Campus](#), [building locations](#), [transportation](#), and [parking](#).

- Meet with your manager to review your job description and learn about the [expectations](#) for your role
- Access and identify specific tools required for your work, i.e.: loading specialized software, mapping to printers and acquiring keys to offices, or storage areas
- Identify key units and individuals, internal and external to your area, who you will collaborate with as you perform your job
- Obtain contact information of those who support you in your role
- Become familiar with the goals and objectives of your college or unit, and UIC overall
- Get a copy of [UIC News](#) and learn about Campus current events

Month



First Month

You contribute to UIC. Completing required training, reviewing professional development resources, and participating in learning opportunities will enhance your knowledge and skills.

- Continue to work with colleagues to learn how to access and navigate job related systems. For example, Outlook, NESSIE and shared drives
- Get (or create) a fact sheet about your work area including: contacts, hours, emergency information
- Learn about the UIC [Employee Review Process](#)
- Browse [professional development resources](#) and investigate any training recommended by your manager or mentor
- Discover the Campus; where to eat, location of credit union, fitness centers, and major buildings
- Learn about UIC [undergraduate and graduate programs](#)
- Learn about [leadership structure](#)
- Explore the Campus neighborhood, including Taylor Street, the heart of Little Italy, Maxwell Street, and Pilsen

Quarter



First Quarter

Among the major benefits of joining a prestigious university is the opportunity to participate in a rich environment of ideas, academic achievements, artistic accomplishments, and community and cultural experiences. After mastering the basics of your role, it is time to learn about the bigger picture and how your contributions support the UIC mission. New employee events offer ways to get involved and pursue interests through Campus organizations.

- Participate in [New Employee Webinars](#) that explore opportunities to grow your career, employee resources, tips, and information sharing
- Schedule time to shadow your manager to observe a key function of your area (i.e., leadership meeting or meeting with vendor)
- Learn about [university operations](#) outside of your work area

Year



First Year

As you grow in your role it's helpful to continue to seek performance feedback and guidance from your manager. Full time employees begin to participate in the employee review process toward the end of their first year. Extend your network of colleagues getting involved in a professional group or chancellor committee.

While ramping up to full productivity you can explore more about the Campus by attending UIC cultural and informational events:

- Attend a New Employee Acculturation Workshop to establish connections with fellow new employees exploring opportunities to get involved
- Attend a [Flames](#) game
- Visit a student or faculty [performance](#) or [exhibit](#)
- Sample a lecture, seminar, or meeting
- Attend an event sponsored a [chancellor committee](#) , [Academic Professional Advisory Council](#) , [UIC Staff Advisory Council](#), or [Office of Faculty Affairs](#) to learn about Campus organizations



Career

Career

A career at UIC offers many opportunities to use your talents and pursue your profession. UIC is a leading research university that continues to build and contribute to its community. As you establish a career at UIC there will be many opportunities to:

- Gain expertise through formal academic study and professional development
- Contribute to professional organizations and associations
- Mentor and share knowledge with colleagues

Welcome to the University of Illinois at Chicago. We are excited to have you share your talents and continue to build your career at UIC!