

# First Week Schedule at UC ANR (Template)

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## Monday

Time	Activity	Onboarding Representative
8:00 am	Welcome to ANR! Arrive at ANR Building 2801 2 <sup>nd</sup> Street, Davis, CA 95616 Meet in lobby	With Supervisor and “buddy” or Peer
8:00 am – 9:30 am	First day orientation w/ Supervisor <ul style="list-style-type: none"> <li>• Overview job description</li> <li>• Review org chart</li> <li>• Schedules (work days/hours, holidays, leave policies, etc.)</li> <li>• Overview expectations, branding, communications, etc.</li> <li>• Overview of the UC ANR probation process; for academics, review annual evaluation and academic advancement process.</li> </ul>	With Supervisor
9:30 am – 10 am	Sign Onboarding Documents <ul style="list-style-type: none"> <li>• Oath</li> <li>• Position Description, if applicable</li> <li>• I-9 Verification</li> <li>• CTO Form, if applicable</li> <li>• Work Plan, if applicable</li> <li>• Patent Acknowledgement in UCPath</li> </ul>	With Supervisor or Designee
10:00 am – 10:15 am	Key Fob set up and orientation	With Facilities
10:15 am – 10:30 am	Break	
10:30 am – 11:00 am	Tour building <ul style="list-style-type: none"> <li>• Printer, supplies, bathroom, breakroom, conference room locations, mail room</li> <li>• Overview 2<sup>nd</sup> Street Space Guidelines &amp; Handbook, including how to reserve rooms, bikes, etc.</li> </ul>	With Supervisor or “Buddy”/peer

11:00 am – 11:30 am	Settle into desk: <ul style="list-style-type: none"> <li>• Set up tech, email, and calendar</li> <li>• Make list of any office supplies needed; Savannah will order</li> </ul>	With IT
11:30 am – 1:00 pm	Team Lunch	With Supervisor and Team
1:00 pm – 1:30 pm	Return from lunch/take a break	
1:30 pm – 3:30 pm	Systems Orientation <ul style="list-style-type: none"> <li>• Onboarding Box Folder</li> <li>• ANR Website (public vs. employee)</li> <li>• UC ANR Portal</li> <li>• Collaborative Tools</li> <li>• Time Reporting System</li> <li>• UC ANR Learning and Development</li> <li>• Learning Management System <ul style="list-style-type: none"> <li>○ Required trainings: Sexual Harassment Prevention, Ethics and Compliance, Cyber Security Awareness, Implicit Bias</li> </ul> </li> <li>• Add UC Holidays to calendar</li> </ul>	With Supervisor or Designee
3:30 pm – 5 pm	Work on Onboarding Checklist: <ul style="list-style-type: none"> <li>• UC Path</li> <li>• ANR Portal</li> <li>• COVID Training &amp; Survey</li> <li>• Expected Trainings Letter</li> <li>• Safety Checklist</li> </ul>	

## Tuesday

Time	Activity	Onboarding Representative
8:00 am		
8:00 am – 9:30 am		

9:30 am – 10 am		
10:00 am – 10:15 am		
10:15 am – 10:30 am		
10:30 am – 11:00 am		
11:00 am – 11:30 am		
11:30 am – 1:00 pm		
1:00 pm – 1:30 pm		
1:30 pm – 3:30 pm		
3:30 pm – 5 pm		

### Wednesday

Time	Activity	Onboarding Representative
8:00 am		
8:00 am – 9:30 am		
9:30 am – 10 am		
10:00 am – 10:15 am		
10:15 am – 10:30 am		
10:30 am – 11:00 am		
11:00 am – 11:30 am		
11:30 am – 1:00 pm		
1:00 pm – 1:30 pm		
1:30 pm – 3:30 pm		

3:30 pm – 5 pm		
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**Thursday**

<b>Time</b>	<b>Activity</b>	<b>Onboarding Representative</b>
8:00 am		
8:00 am – 9:30 am		
9:30 am – 10 am		
10:00 am – 10:15 am		
10:15 am – 10:30 am		
10:30 am – 11:00 am		
11:00 am – 11:30 am		
11:30 am – 1:00 pm		
1:00 pm – 1:30 pm		
1:30 pm – 3:30 pm		
3:30 pm – 5 pm		

**Friday**

<b>Time</b>	<b>Activity</b>	<b>Onboarding Representative</b>
8:00 am		
8:00 am – 9:30 am		

9:30 am – 10 am		
10:00 am – 10:15 am		
10:15 am – 10:30 am		
10:30 am – 11:00 am		
11:00 am – 11:30 am		
11:30 am – 1:00 pm		
1:00 pm – 1:30 pm		
1:30 pm – 3:30 pm		
3:30 pm – 5 pm		