

## GIM Non-Research Staff New Hire Orientation and Training Requirements

Employee Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Division: \_\_\_\_\_

NetID: \_\_\_\_\_

Unique ID: \_\_\_\_\_

Duke Central Orientation Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Supervisor Prior to Start	Required?  Date to Complete	Date Completed
Provide DOM HR: <ul style="list-style-type: none"> <li>a) Signed offer letter (salary, start date, if position is 100% research funded and whether eligible for severance benefits (handbook p. 30))</li> <li>b) Signed Duke confidentiality agreement (if applicable) (<a href="https://hr.duke.edu/forms/confidentiality-agreement">https://hr.duke.edu/forms/confidentiality-agreement</a>)</li> <li>c) Signed Staff Handbook acknowledgement (<a href="https://hr.duke.edu/policies">https://hr.duke.edu/policies</a>)</li> <li>d) Cost code and breakdown</li> <li>e) Campus address (room number, building, DUMC number, telephone)</li> <li>f) Manager name for performance evaluations</li> </ul>	<input type="checkbox"/>	
Verify employee has completed forms such as I-9 and required identification establishing identity and authorization to work in the U.S. have been completed with the Duke Human Resources Service Center. (employee should schedule an appointment to meet with them prior to first scheduled work day)	<input type="checkbox"/>	
Identify office/desk space	<input type="checkbox"/>	
Purchase computer(s)/software/supplies	<input type="checkbox"/>	

Submit ticket to IT requesting computer(s)/telephone	<input type="checkbox"/>	
Obtain Duke Net ID	<input type="checkbox"/>	
Obtain Duke Unique ID	<input type="checkbox"/>	
Obtain IR for ID badge	<input type="checkbox"/>	
Assemble orientation binder	<input type="checkbox"/>	
Schedule initial meetings with faculty/staff whom employee will be working with	<input type="checkbox"/>	
Obtain employee contact information and add to division list of contacts	<input type="checkbox"/>	

<b>General/GIM Specific</b>	<b>Required? Date to Complete</b>	<b>Date Completed</b>
Overview of the Department of Medicine & Division / Tour	<input type="checkbox"/>	
Employee reviews roles/responsibilities with Supervisor	<input type="checkbox"/>	
Initiate New Employee Orientation & Evaluation Period Performance Review Form (within 15 days of hire)	<input type="checkbox"/>	
Schedule weekly meetings with employee and supervisor	<input type="checkbox"/>	
Office Emergency Evacuation Plan	<input type="checkbox"/>	
Duke/Site Specific Parking Pass	<input type="checkbox"/>	
ID Badge	<input type="checkbox"/>	

Office/Suite keys/access request	<input type="checkbox"/>	
Computer/Email/Phone/Pager set up	<input type="checkbox"/>	
Copiers/Fax/Scanner setup and training	<input type="checkbox"/>	
Sign up for GIM eNews with communications strategist (email: <a href="#">Clare Il-Giovine</a> ), complete information about yourself and get photo made for newsletter (Welcome to GIM)	<input type="checkbox"/>	
Sign up for GIM internal mailing lists (email: <a href="#">Iris Harris</a> )	<input type="checkbox"/>	
DOM and GIM Science Culture of Accountability Plan (SCAP) Review and Acknowledgement	<input type="checkbox"/>	
Set up Duke Multi-Factor Authentication <a href="https://oit.duke.edu/what-we-do/applications/multi-factor-authentication">https://oit.duke.edu/what-we-do/applications/multi-factor-authentication</a>	<input type="checkbox"/>	
Set up Duke Alert <a href="http://emergency.duke.edu">http://emergency.duke.edu</a>	<input type="checkbox"/>	
Set up Duke Health Mobile Device Manager <a href="https://mobile.dhts.duke.edu/message-duke-health-leadership">https://mobile.dhts.duke.edu/message-duke-health-leadership</a> <a href="https://mobile.dhts.duke.edu/how-enroll">https://mobile.dhts.duke.edu/how-enroll</a>	<input type="checkbox"/>	
Set up Duke Box account <a href="https://box.duke.edu">https://box.duke.edu</a>	<input type="checkbox"/>	
Set up Duke WebEx account <a href="https://webex.duke.edu">https://webex.duke.edu</a> (Select Request New Account under Duke Medicine; Must provide fund code to receive toll free number else folks calling in will be charged long distance for calls)	<input type="checkbox"/>	
Submit Ticket to IT to request Division network/folder access (private "home" folder access is given immediately/access to project folders must wait until IRB approval granted)	<input type="checkbox"/>	

<b>OESO Training**</b> <a href="http://www.safety.duke.edu">www.safety.duke.edu</a>	<b>Required?</b>  <b>Date to Complete</b>	<b>Date Completed</b>
Compliance Orientation On-line (your in-person orientation should fulfill this requirement)	<input type="checkbox"/>	

Fire/Life Safety	<input type="checkbox"/>	
Influenza Policy Compliance	<input type="checkbox"/>	

Duke Websites to Review	Required?  Review within 30 days of hire	Date Completed
<b>New To Duke?</b> <a href="https://hr.duke.edu/new-duke">https://hr.duke.edu/new-duke</a>	<input type="checkbox"/>	
<b>90-day probationary period:</b> <a href="https://hr.duke.edu/new-duke/orientation-guide/your-first-90-days">https://hr.duke.edu/new-duke/orientation-guide/your-first-90-days</a>	<input type="checkbox"/>	
<b>Work Schedule expectations/Holidays/Time away requests/Time reporting:</b> <a href="https://hr.duke.edu/benefits/time-away/university">https://hr.duke.edu/benefits/time-away/university</a>	<input type="checkbox"/>	
<b>Using Duke@Work:</b> <a href="https://work.duke.edu/irj/portal/MyInfo">https://work.duke.edu/irj/portal/MyInfo</a>	<input type="checkbox"/>	
<b>Duke Office of Information Technology:</b> <a href="https://oit.duke.edu">https://oit.duke.edu</a>	<input type="checkbox"/>	
<b>Severe Weather Policy (identify whether essential, reserved, or delayed service level):</b> <a href="https://hr.duke.edu/policies/expectations/severe-weather">https://hr.duke.edu/policies/expectations/severe-weather</a>	<input type="checkbox"/>	
<b>Workplace Attire:</b> <a href="https://hr.duke.edu/policies/expectations/workplace-attire">https://hr.duke.edu/policies/expectations/workplace-attire</a>	<input type="checkbox"/>	
<b>Duke Flu Policy:</b> <a href="https://medschool.duke.edu/about-us/leadership-and-administration/office-human-resources/policies-and-forms/flu-vaccine-policy">https://medschool.duke.edu/about-us/leadership-and-administration/office-human-resources/policies-and-forms/flu-vaccine-policy</a>	<input type="checkbox"/>	
<b>Secure Communications:</b> <a href="https://security.duke.edu/policies-standards-procedures">https://security.duke.edu/policies-standards-procedures</a>	<input type="checkbox"/>	
<b>DukeHealth Intranet (Inside Duke Health):</b> <a href="https://intranet.dh.duke.edu">https://intranet.dh.duke.edu</a>	<input type="checkbox"/>	
<b>Duke eIRB:</b> <a href="https://eirb.mc.duke.edu">https://eirb.mc.duke.edu</a>	<input type="checkbox"/>	
<b>Duke IRB:</b> <a href="https://irb.duhs.duke.edu">https://irb.duhs.duke.edu</a>	<input type="checkbox"/>	
<b>GIM Resources Portal:</b> <a href="https://sites.duke.edu/giminternal/">https://sites.duke.edu/giminternal/</a>	<input type="checkbox"/>	



Other Required Trainings	Date to Complete	Date Completed

I have reviewed the information with my supervisor and agree with the requirements.

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**Employee Signature**

**Date**

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**Supervisor Signature**

**Date**

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