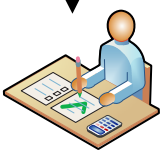
Academic Hire – Onboarding At a Glance

Prior to the first day – Onboarding Activities

Academic Accepts Offer

HR Academic Operations processes the Academic Hire once all applicable documentation is received (including SIN and Work Permit Information) from HR Immigration/Contracts Team.

System Generated notifications are sent to the Reporting Manager & Onboarding Coordinator with the UCID, directing both of them to checklists outlining their specific accountabilities in the onboarding process.



Faculty or Departmental Onboarding coordinator initiates their Onboarding Checklist. This includes connecting with the Supervisor and providing them with a link to the Supervisor Checklist **AND** sending a welcome email to the new Academic with instructions on setting up their IT accounts and beginning their Onboarding checklist.

OBC Checklist

Academic Supervisor (Dept Head) initiates their checklist, sending a welcome email to the new Academic, confirming office or lab Space and communicating the new hire to the faculty/dept or unit.

Manager Checklist

New Academic creates IT Account and then begins the 'prior to day one' onboarding activities; including direct deposit set-up, initiating the set-up of Research Start-Up Funds, enrolling in IRISS (if applicable) and set-up courses on D2L.

Academic Checklist

On or after Day One – Onboarding Activities

Dept Head introduces Academic to their Buddy, arranges a campus tour, discusses performance expectation and reviews key Policies.

Academic completes Teaching and Research Onboarding activities including, training, ethics and other compliance certification, as well as ordering equipment, materials and hiring staff.

Onboarding Coordinator continues to follow up with the Department Head and new Academic ensuring that all onboarding activities are completed and that the new academic has a positive onboarding experience.