

**Department of Family Medicine
Research Program
New Hire Checklist**

Employee: _____

Supervisor: _____

General Personnel			
Point Person	Action	Date completed	By whom
Supervisor	Contact Research Director and Research Program Assistant		
Human Resources	Completion of Human Resources paperwork		
Human Resources	Distribution of Orientation Manual		
Research Pro. Asst.	Distribution of Research Program Orientation		
Supervisor/employee	Obtain St. Mary's ID badge		
Employee	Obtain UW ID badge		
DFM Help Desk	Schedule individual picture		
Supervisor	Department tour		
Compliance Actions			
Point Person	Action	Date completed	By whom
Supervisor	Completion of HIPAA certification		
Supervisor	Completion of applicable CITI training		
Effort Coordinator	Effort Orientation		
Technology			
Point Person	Action	Date completed	By whom
Supervisor	Completion of Technology Policies Signature Sheet		
Supervisor	Completion of ITS Equipment Request Form		
Supervisor	Contact Helpdesk@fammed.wisc.edu to initiate Computer Systems Access		
Supervisor	Completion of ITS Technology Account Request Form		
Supervisor	https://inside.fammed.wisc.edu/documents/2855		
Supervisor	Request PDA		
Equipment			
Point Person	Action	Date completed	By whom
Supervisor	Room Assignment		
Supervisor	Assignment of keys		
Purchasing	Phone Assignment		
Miscellaneous			
Point Person	Action	Date completed	By whom
Research Pro. Asst.	Communication to administration/reception staff		
Research Pro. Asst.	Order room signage		
Research Pro. Asst.	Add to applicable listserv		

Research Pro. Asst. | Update relevant Research webpage information

--	--

