UTSA Talent Acquisition

Manager Checklist

for Hiring Temporary Staffing Agency Employee

To ensure a successful onboarding experience for your new agency employees, complete the following departmental tasks.

BEFORE THE ASSIGNMENT BEGINS

- ☐ Contact Tech Café via email (techcafe@utsa.edu) to request necessary systems access (e.g., printer, department specific network drives, PeopleSoft, department email, etc. You will need the UTSA credentials for your new agency employee, which can be obtained from the eForm creator after the Person of Interest (POI) eForm is fully executed.
- ☐ Assign phone extension (if necessary); contact Tech Café if no phone extensions are available
- ☐ Provide keys and card access to building and office, if applicable; contact UTSA Police via the Security Services website
- ☐ Distribute welcome email to department introducing new agency employee
- ☐ Determine first day instructions (where to meet, when to meet, etc.)
- ☐ Set up meetings with key individuals they will be working with outside of department

FIRST DAY

- [ ] Introduce new agency employee to the team
- [ ] Give new agency employee instructions on department communications and where to find information on using tools, such as Jabber, Teams, etc.
- [ ] Have new agency employee complete Conflicts of Interest Policy
- [ ] Complete Telecommuting Form if the new agency employee will be telecommuting and using UTSA assets.

WITHIN THE FIRST 30 DAYS

- [ ] Review the job description with the new agency employee
- [ ] Discuss any specific software applications or specific system access the new agency employee is required to use as part of the job responsibilities
- [ ] Complete Compliance Training

HELPFUL HINTS

- One month before assignment ends, determine if a contract extension is needed
- Approve weekly timesheets
- At the end of the assignment, collect all assets distributed to the staffing agency employee.
- Complete close-out activities (including canceling systems access and terminate POI status)