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<th>Business Center - HR</th>
<th>Business Center - Finance</th>
<th>Department Supervisor</th>
<th>New Employee</th>
<th>OHR</th>
<th>Safety and OEI</th>
<th>Research Office</th>
<th>Academic Affairs</th>
<th>Provost's Office</th>
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<td>Employee Arrives</td>
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- **Revised New Employee Onboarding Process (post-Lean Project improvements)**

**One Week Prior to Employee Arrival**

- HR meets with NE and completes New Hire Orientation

**OHR completes from key overview of Employee Checklist**

**Finance**

- Introductions
- Additional Finance Training and tools provided

**Supervisor**

- Completes remaining checklist items

**Employee Arrives**

- Employee schedules monthly trainings
- OHR New Hire Training

**Mandatory Training**

- Mandatory Training, Safety, and Harassment Training (Mandatory*)
- NEO Research Training (September)
- NEO Tenure Track Training (October)

**Employee**

- NE in tenure track?
- Does new employee do research?

**Yes**

- NEO Tenure Track Training (October)
- Breakfast with Provost

**No**

- Happy Employee