



**Department Name**

**New Employee Welcome Packet - SAMPLE**

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(insert department logo/motto)

Disclaimer: This document serves as a sample document/resource for departments and is not required by the university to be given to employees. Departments may choose to use some or all of the ideas in this document to create an employee guide for employees in their unit. This document is merely a sample and may not contain the most updated information related to policies/procedures and departments are responsible for ensuring that their final document is accurate and reflective of current policies and procedures. **(REMOVE STATEMENT FROM FINAL VERSION)**



## Department Name

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Dear [Employee Name],

Welcome to the [Department Name]! We are thrilled to have you on board and look forward to working together. This welcome packet is designed to help you get acquainted with our department, its culture, and the resources available to you.

Contents include:

- Introduction to [Department Name]
- Your Role and Responsibilities
- Department Culture
- Office Logistics
- Tools and Technology
- Training and Development
- Team Building Activities
- Resources and Support
- FAQs
- Important Contacts

Once again, welcome to the [Department Name] family! If you have any questions or need assistance, don't hesitate to reach out to [AA/Business Manager]. We're here to help you succeed and make your experience with us enjoyable.

Best regards,

[Supervisor's Name]

[Supervisor's Position]

[Department Name]



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## Introduction to [Department Name]

### Important department information

Website: [www.department.unlv](http://www.department.unlv)

Department email address: [department@unlv.edu](mailto:department@unlv.edu)

Main phone number:

Main fax number:

Conference room/s:

Physical address:

Mailing address: Mailstop #0000

### Overview of department's mission and goals

Mission

Goals

### Key team members and their roles

Link to department organizational chart and/or insert picture below

Coworker Name	Title	Email	Phone
Employee A	Supervisor		
Employee B	AA/Business Manager		
Employee C	Coworker		



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Employee D	Coworker		
Employee E	Coworker		
Employee F	Coworker		



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### Your Role and Responsibilities

#### Detailed description of your position

A copy of your position description is attached and your supervisor will review it with you.

#### Expectations and goals for your role

Timeline	Goal
Within first month	<ul style="list-style-type: none"><li>• Complete all required onboarding activities, training, and Workday tasks.</li><li>• Familiarize yourself with university policies, procedures, and organizational culture.</li><li>• Clarify expectations with your supervisor regarding role responsibilities.</li><li>• Set short-term goals aligned with initial tasks and projects.</li></ul>
1-3 months	<ul style="list-style-type: none"><li>• Demonstrate proficiency in primary job responsibilities.</li><li>• Seek feedback to ensure alignment with performance expectations.</li><li>• Collaborate effectively with team members and provide support when needed.</li><li>• Attend team and company-wide events to build relationships.</li></ul>
4-6 months	<ul style="list-style-type: none"><li>• Take on more independent tasks and projects.</li><li>• Showcase the ability to make decisions within your role.</li><li>• Seek feedback from supervisors and peers.</li><li>• Adjust goals and strategies based on feedback received.</li></ul>
7-9 months	<ul style="list-style-type: none"><li>• Actively participate in departmental meetings, providing valuable insights.</li><li>• Collaborate on cross-functional projects, extending your reach within the organization.</li></ul>



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	<ul style="list-style-type: none"><li>● Identify and cultivate relationships with key stakeholders outside your department.</li><li>● Ensure that your work consistently contributes to achieving team and organizational goals.</li></ul>
10-12 months	<ul style="list-style-type: none"><li>● Participate in a comprehensive performance review with your supervisor.</li><li>● Reflect on achievements, challenges, and areas for growth.</li><li>● Set new goals for the upcoming year based on feedback and performance review.</li><li>● Align personal development goals with departmental and organizational objectives.</li></ul>

## Department Culture

### Core values and principles

If no department values, then you can provide the Campus Values:

- **Access & Equity:** Foster a sense of belonging by valuing transparency and fairness, while honoring and embracing diverse voices, skills, experiences, and abilities.
- **Excellence & Integrity:** Hold ourselves to the highest standards in all we do to cultivate an innovative, world class educational experience and workforce.
- **Compassion & Inclusion:** Extend respect and understanding to our students and colleagues, allowing everyone to fully engage in all aspects of the university.
- **Collaboration & Stewardship:** Responsibly share and use UNLV's human, financial, physical, and educational resources including our people's knowledge and ideas.

### Team norms and communication practices

- **Timely responses:** all emails and phone messages will be responded to within 48 hours.
- **Punctuality:** team members agree to arrive on time for meetings and start and end them as scheduled.
- **Agenda adherence:** agenda will be sent one day prior to meeting and will remain on target, any items can be tabled for further discussion.



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- Participation: it is encouraged to have an open exchange of ideas and contributions from all team members.
- Commitment to deadlines: each team member commits to delivering on their tasks and responsibilities.
- Conflict resolution: team members will address conflicts openly and promptly finding mutually agreeable solutions.
- Team recognition: regular, meaningful acknowledgment of small and large accomplishments will be given in a timely manner using Rebel Applause.
- Feedback culture: provide feedback in a constructive and helpful manner to facilitate continuous improvement.

## Rebel Applause

Rebel Applause is UNLV's employee recognition platform that allows colleagues to send notes of gratitude to one another for a job well done and for exemplifying our Campus Values.

## Service Milestone Awards

Academic faculty, administrative faculty, and classified staff receive monetary awards redeemable only on Amazon Business through the Rebel Applause platform for reaching distinct service milestones.

## Rebel Spirit Award

The Rebel Spirit Award recognizes UNLV employees who demonstrate our campus values.

## Office Logistics

### Location of your workspace/classrooms

Include a link to a virtual map and parking locations.

### Department schedule and key events

If there are set hours or any scheduling policies list them here. Setting clear expectations in the beginning will support a cohesive work environment.

## Recycling Program

Department pickup day: <insert here>

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Contact information:

[recycle-group@unlv.edu](mailto:recycle-group@unlv.edu)

702-895-3760

<https://www.unlv.edu/facilities/recycling>

- Recycling bins are located in each office and in common areas in each building.
- Rebel Recycling team members do not have keys to offices and therefore cannot enter offices to empty deskside containers. When your deskside bin is full, please empty it in the nearest common area receptacle.

### REBELS ARE RECYCLING RIGHT!

#### MIXED RECYCLING



✓EMPTY   ✓CLEAN   ✓UNBAGGED

**Recycle THIS**

All Paper: Cereal Boxes, Office Paper, Junk Mail, Newspaper, Books  
Cardboard, Aluminum Cans, Plastic Containers/Bottles, Steel Cans

#### NOT ACCEPTED



**FOOD LIQUIDS GLASS BAGS**

**Not That**

Tissues, Paper Towels, Paper With Food/Grease On It, Containers With Food On It, Liquid, Wet Paper, Food, Plastic Bags, Masks, Gloves, Styrofoam, Batteries, Glass

If you have any questions, please call the UNLV Rebel Recycling Center at 702-895-3760

UNLV

- Cardboard
  - Cardboard shipping boxes (please flatten and place next to or by the bins). Request a special pick up for large numbers of them.
- Aluminum and steel/tin
  - Aluminum beverage cans





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- Food cans (quickly rinsed)
  - Scrap metal such as large metal objects, furniture or objects that are mostly metal but have some non-metal components (do not put in the office recycling bin; request a special pick up)
  - Plastic bottles/containers (#1, #2, #5 or #7)  
No plastic bags, plastic film/wrap, fast food/fountain cups, styrofoam, bubble wrap, or rubber
  - Glass containers
    - Beverage containers
    - Food jars
- Not recyclable: light bulbs, window pane, ceramics

These items require a special pick up or to be place next to the blue bins and not in the blue bins:

*Toner Cartridges-Ink Cartridges-Pallets-Reusable/Donate items*

Special pickups can also be requested through the [Request Special Pickup Form](#).

Three ways to shred materials:

- 1) Ask for a special pick up of a secured document shred tote
- 2) Bring materials to the recycling center to be shredded
- 3) Ask for the recycling crew to pick up materials to shred and send a unit representative to shred it.



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## Tools and Technology

### Overview of software and tools used in the department

#### ACE Account

The UNLV ACE account allows you to log in to various UNLV services and applications with just one username and one password.

#### Okta Verify

Okta Verify is a smartphone application that lets you complete multifactor authentication (MFA) by responding to a push notification, instead of waiting for a code to be sent to you.

#### eduroam

The campus wireless (Wi-Fi) network for UNLV students, faculty, researchers, and staff. It is recommended that you set up your device while on campus, using your active ACE login.

#### UNLVMail

UNLVMail is Google Workspace for Education for UNLV faculty and staff. Enjoy tools that will help you work better with your colleagues, your students, and more.

#### Google

- Email: You have been added to the following email groups and list serves
  -
- Calendar: You will be granted access to the following calendars and we encourage you to add the following calendars to our list
  -
- Drive: You will be granted access to the following shared folders
  -

#### REBELPeople

A comprehensive platform that includes REBELearn, our employee learning management system, and REBELPerform, our employee performance management system.



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### Workday

A cloud-based application that automates, streamlines, and standardizes business processes in human resources and financial management at UNLV.

### WebCampus (if applicable)

The learning management system where instructors present class materials, assign coursework, provide grades, and communicate with students.

### MyUNLV (if applicable)

UNLV's student information system where students can enroll in classes, check grades, and apply for financial aid; instructors can check rosters, input grades, and communicate class information; and staff can assist students with business needs.

### Classroom Technology (if applicable)

Take a tour, view room layout, audio/visual equipment, and instructional technologies.

### IT support contact

Visit [IT for Faculty/Staff](#) or submit a ticket with [IT Help Desk](#)



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## Professional Development & Personal Enrichment

UNLV provides employees opportunities to grow professionally and personally through employee discount programs and professional development opportunities.

- Tuition assistance discounts on [college tuition and no-cost learning opportunities](#).
- Enrich your life in and outside the workplace through [classes, workshops, and programs](#).
- All employees are eligible for a discount through [UNLV Continuing Education](#).

**Include any department specific training and development opportunities.**

## Onboarding schedule and training sessions

A copy of your onboarding schedule is attached and your supervisor will review it with you.



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## Team Building Activities

### Social events and gatherings

Depending on the time of hire, add any upcoming department and campus events, noting if they are optional or required.

### Team-building initiatives

List any planned departmental team building activities.

## Resources and Support

### Employee assistance programs

Resources have been designed to help our employees achieve professional and personal balance and growth. Please visit the [Work/Life at UNLV](#) website for more information.

### HR contact information

List your department HR contact information or if none list your Central HR contact information by area of expertise.



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FAQs

Answers to common questions

Where to find additional information

**Important Contacts**

Department Head: [Name]

Administrative Assistant: [Name, Email, Phone]

Business Manager: [Name, Email, Phone]