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# **A New Employee's Guide for a Successful First Year.**

**SERVICE / CURIOSITY / RESPECT / ACCOUNTABILITY / APPRECIATION**

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**Congratulations! We're glad you are part of our WVU family. Regardless of whether you work in an office or work from home, care for our facilities or support our students, we want you to have everything you need to be successful. Every employee plays an important role in the university's success.**

**As a part of the new employee onboarding process, this guide was created to assist you from before your first day through your first-year work anniversary. The checklists and other helpful information in this document will assist you through your entire onboarding process.**



WVU's Mission describes why WVU exists: As a land-grant institution, the faculty, staff and students at West Virginia University commit to creating a diverse and inclusive culture that advances education, healthcare and prosperity for all by providing access and opportunity; by advancing high-impact research; and by leading transformation in West Virginia and the world through local, state and global engagement.

WVU's Vision describes how WVU will fulfill its Mission: As one West Virginia University, we are purposeful in our studies and our work so that we can partner with our communities – both near and far – to bring needed and valued solutions to real-life problems within the pillars of education, healthcare and prosperity.

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## WVU HAS FIVE VALUES:

### SERVICE

We seek opportunities to serve others and are committed to providing the highest quality of service.

### CURIOSITY

We ask questions, seek new opportunities and change through innovation.

### RESPECT

We are respectful, transparent and inclusive with each other.

### ACCOUNTABILITY

We perform at our very best every day to create a University that is responsive, efficient and effective.

### APPRECIATION

We support and value each other's contributions as we build a community that is One WVU.

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**THE FIVE WVU VALUES ARE MORE THAN JUST WORDS ON PAPER. THEY ARE WHAT WE STAND FOR AS MOUNTAINEERS AND SERVE AS A GUIDELINE FOR OUR DAILY WORK.**

**[SEE HOW OUR EMPLOYEES LIVE THE WVU VALUES.](#)**

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## CODE OF CONDUCT

At West Virginia University, our values define us. They represent who we are and what we aspire to be. By living our shared values, we can create a positive workplace for the approximately 8,000 employees who call WVU home.

The **WVU Employee Code of Conduct** defines the minimum behavioral expectations for faculty and staff while at work. Review and discuss our Code of Conduct with your supervisor to get a better understanding of what it means to live like a Mountaineer every day.

## THE WVU SYSTEM

West Virginia University is a family of distinctive campuses united by a single goal: to provide a quality education. From the groundbreaking research of our flagship in Morgantown to the student-centered hub of WVU Potomac State College in Keyser to the technology intensive programs at WVU Tech in Beckley — our reach extends far beyond a single campus.

### MORGANTOWN

26,000 students  
350+ majors

### BECKLEY

WVU Tech  
1,700 students  
35+ majors

### KEYSER

WVU Potomac State College  
1,200 students  
60+ majors



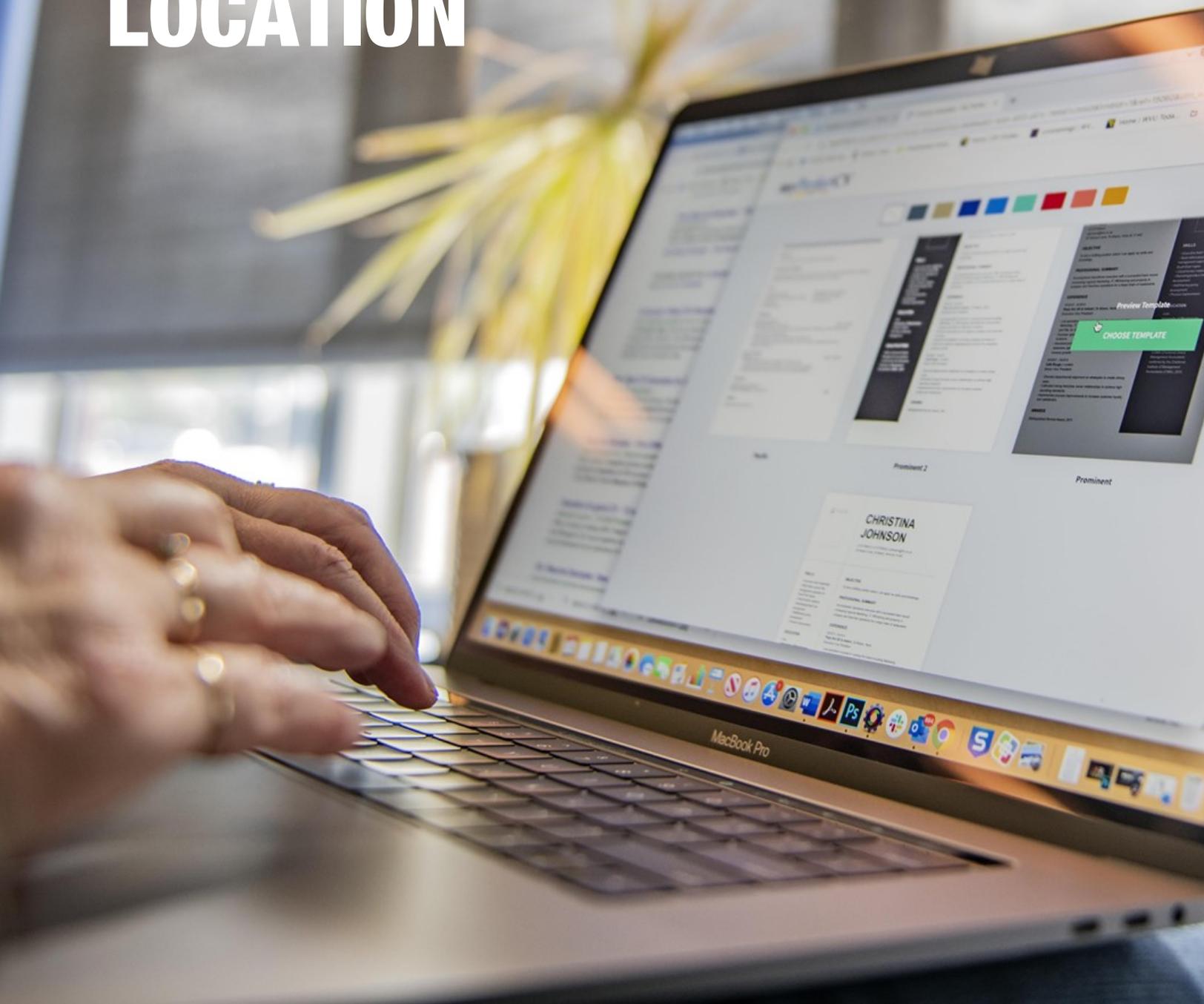
### CHARLESTON

WVU Health Sciences Center  
Charleston Campus

### MARTINSBURG

WVU Health Sciences Center  
Martinsburg Campus

# BEING SUCCESSFUL IN YOUR WORK LOCATION



Whether you will be working directly with our students, outside keeping our campuses beautiful, or in a remote setting - it takes each and every person in our One WVU family to keep this university going. We want each and every new employee to feel successful in their role - no matter where they plan to be working - which is why we've captured a few helpful tips to set you up for success in your new role.

### REMOTE EMPLOYEE TIPS

- 1 CREATE A DEDICATED WORKSPACE**  
This helps to minimize distractions and allows you to focus. It also establishes a boundary of "work" vs. "home" space. Try to keep [Ergonomics](#) in mind while setting up your workspace.
- 2 SCHEDULE BREAKS TO MOVE AROUND**  
It's easy for the day to pass us by, however, don't forget to take regular breaks throughout the day. Aim to get up every hour or so and don't forget to take your lunch break.
- 3 MAKE SOCIALIZATION A PRIORITY**  
Aim to be intentional with scheduling things like virtual coffee sessions to chat with colleagues about anything besides work. Social interactions are an important piece of a healthy work environment.

### ONSITE AND HYBRID EMPLOYEE TIPS

- 1 SAVE A COPY OF THE CAMPUS MAPS**  
The Morgantown Campus has over 245 buildings among its three smaller areas of Downtown, Evansdale and the Health Sciences Center (HSC). Save a copy of your campus map ([Morgantown](#), [Keyser](#), or [Beckley](#)) to keep handy at all times.
- 2 KNOW WHERE THE TIME CLOCKS ARE**  
If your position requires you to clock in and out, be sure to ask where the nearest [Time Clock](#) location is (or if you can use the [WVU Portal](#) to clock in and out).
- 3 FAMILIARIZE YOURSELF WITH PARKING**  
You may wish to purchase a [Parking Permit](#) (the Parking Office can advise you on available options) or prefer to use [public transportation](#). There is a special program for hybrid and remote employees that can be utilized for [occasional parking](#) with a daily permit instead of an annual permit.

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### TIP FOR EMPLOYEES AT ANY LOCATION



**Always ask for clarification when needed** no matter where you plan to be working, a best practice to set yourself up for success is to ask questions and seek clarification if you are unsure. Your leader and colleagues will appreciate your initiative and it will save everyone time and energy in the long run.

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# BEFORE YOUR FIRST DAY THROUGH YOUR FIRST YEAR.



## BEFORE YOUR FIRST DAY

Your leader will be working to ensure that everything is in place to welcome you to your new position. They may send you a welcome message (or call) and also inform your new coworkers about your upcoming arrival. There are a few things that you may need to do before your first day. Take the time to download and review either the [Remote](#) or [On-site/Hybrid](#) First Year Checklist prior to your arrival.

## FIRST DAY

The first day is often a day of welcoming, orientation, introductions and tending to a variety of administrative tasks. To personalize the experience for you, your leader may share a customized copy of the First Year Checklist ([Remote](#) or [On-site/Hybrid](#)) with you or they may wish to work collaboratively to add or delete items that are not applicable to your role.

Check out the resources in the "[Need to Knows](#)" section of this guide and ask your leader any clarifying questions. Aim to check in at the end of the day to let them know how your first day went and discuss what you feel you need to be successful during your first week.

## FIRST WEEKS TO DAY 30

The first weeks through to the first month are used to get you acquainted with WVU, your department and your new role. Both you and your leader should be using your checklists and the following first-month best practices.

### FIRST-MONTH BEST PRACTICES

- / Your leader may schedule quick check-in meetings to get you integrated into the team, and may also conduct an informal 30-day check-in with you to see how things are going.
- / Your onboarding will not end after the first month. As you settle in, your leader should continue to provide you with support and training on an ongoing basis.
- / As you are working through your first month, keep in mind to:
  - / Make sure to complete all required trainings (at least make sure you are registered)
  - / Don't be afraid to ask questions and seek clarification as needed.

## FIRST THREE MONTHS

The first 90 days are critical to your success. Some areas to focus on during the first three months include:

- / Position-specific training as well as appropriate cross-training, if applicable
- / Seek feedback on a regular basis and prepare for scheduled check-ins with your leader about your progress.
- / Make sure that you are practicing collaboration and teamwork with others on your team

## FIRST SIX MONTHS TO ONE YEAR

During the first six months, you should work toward becoming self-sufficient and continue to promote collaboration and teamwork. You should gain a solid understanding of your role and expectations.

If you are a [Classified Employee](#), your leader will conduct the six-month probationary review by or before the completion of your first six months and determine steps to be reached by the one-year mark. If you are a [Non-Classified Employee](#), your leader will provide you with a written evaluation based on the performance standards or goals established for the position. For more information, see the [BOG Rule 3.8](#). Regardless of the job type, your leader should continue to regularly track your job performance, provide ongoing feedback to you and ensure that you continue to get the support you need.

## CONGRATULATIONS ON YOUR ONE-YEAR ANNIVERSARY!

Your leader should continue to regularly track your job performance, provide ongoing feedback to you and ensure that you continue to get the support you need. At the one-year anniversary, your leader may also conduct a one-year check-in with you. Remember that we are glad to have you as part of the WVU family, and you are a valuable member of the team!

### THE ANNUAL PERFORMANCE REVIEW

The annual performance review should be a formal review that looks back at the performance over the specified review period as well as looks to the future. The review should include a formal review of your performance, along with formal, documented feedback. Note that formal annual performance reviews are done on a specified schedule at West Virginia University, which may or may not coincide with your one-year anniversary.

See [Performance Reviews](#) for information on the performance review timeline and the forms and supplemental resources that may be used in evaluating performance.

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# NEED-TO-KNOWS.



**MUST HAVES** - download these ASAP

FAQs

First Year Checklist for On-site/ Hybrid Employees

First Year Checklist for Remote Employees

Important Contacts Sheet

Learning the Language of Your New Team

**OTHER HELPFUL RESOURCES.**

Bi-weekly Pay Schedule

Campus Maps and Time Clock Locations

Front Line Professionals

Holiday Calendar

LOD Class Registration Portal

Morgantown Newcomers Group

Mountain Line Transit Authority Maps and Schedules

Outlook Email Instructions

Outlook Calendar Instructions

Performance Management Elements

Portal Instructions

Programs, Services and Discounts

Time Off and Leave Accruals

VPN Installation Instructions