



Name: _____ Job Title: _____

Onboarding Schedule

Day 1:

Please meet _____ at _____ am. Building/Room Info: _____
(You can park in the S15 parking deck for a daily fee and I'd suggest contacting UGA Parking ahead of your start date to inquire about available lots). <https://tps.uga.edu/parking/>

- IT & Technology set up. **Supervisor:** Request appt ahead of Day 1.
- Building/lab tour and Introductions
- Meet with Supervisor/Team
- Campus errands: parking pass, UGA Card, direct deposit, I-9 at UHR.
- Lunch - you can bring lunch, there are also [dining halls](#) on campus.
- Get settled in Office space
- During downtime:
 - PEP, OneSource Training Library, LinkedIn Learning, etc.
- Schedule Headshot with Lillian Balance for website
- Schedule meeting with CENGR HR if any HR-related questions

Day 2:

(add trainings, tours, shadowing, lunches, workspace organization, professional development, HR questions, meetings, etc.)

Day 3:

Day 4:

Day 5:

Agenda Ideas for first meetings

- Review of typical schedule/training schedule (office hours, lunch, etc.)
- Office Dynamics/Best Practices/Lab Safety, etc.
- Housekeeping (bathrooms, kitchen, [lactation room locations](#), etc.)
 - [Bi-Weekly paid Employees](#)
 - [Monthly paid employees](#)
- Job duties, expectations, roles, etc.
- DEI Dean's challenge and courses available



- PEP: [professional development](#) & mentoring opportunities
- UGA Employee [Perks](#) & [Wellness Resources](#)
- Campus maps, bus route, UGA safe app, etc.
- Schedule next check-in or meeting
- UGA New Staff Orientation, Mentor Program, TAP program
- Cyber Security Training and Non-Discrimination and Anti-Harassment Training (PEP)

Who Do I Contact For?...

Patsy Adams – Assistant to the Dean if needed to schedule Dean Leo – pja@uga.edu

Chad Adams – Business Manager III – assists with Foundation Funds – icadams@uga.edu

Virginia Bacon Talati – Manages College of Engineering Research Institute – vbtalati@uga.edu

CENGR IT support – support@engr.uga.edu

Bryan Dukes – Facilities Manager for any building or office issue engr-facilities@uga.edu

Lauren Anglin – Director, Experiential Programs/Office of Student Success lauren.anglin@uga.edu

Katie Tiller – HR Director – katiller@uga.edu

Amanda Mooney – HR Manager – amanda.mooney@uga.edu

Kelley Saussy – Senior Director of Operations & Special Projects – kelleyrw@uga.edu

George Haynie – Research Machinist, Contact for Lab Support lab-support@engr.uga.edu

Lillian Balance – Communications & Marketing Manager – lillianhb@uga.edu

Administrative Assistant Team:

Pamela Pontenberg- Lead Admin Asst. - pspontenberg@uga.edu

Amanda Snyder – Admin for ECE - Amanda.Snyder@uga.edu

Meredith Fendler – Admin for ECAM - meredith.gaston@uga.edu

Linda Lockett – Admin for CMB – Linda.Lockett@uga.edu

Tanesha Hitchcock – Admin for Student Success, in Driftmier – tanisha@uga.edu

Karina Soranz – Admin for Academic Affairs - Karina.Soranz@uga.edu

Bryce Martin – Admin for IRIS - Bryce.Martin@uga.edu

Sue Kim – Admin for Dr. Camelio – sue.kim@uga.edu