

# New Hire Orientation

New Hire Orientation is UTC's way of welcoming our new talent to our unique culture of growth, excellence and diversity. We are thrilled that you have chosen UTC as your employer of choice and are eager for you to join us in our vision to Engage Students, Inspire Change and Enrich OUR Community. As [Chancellor Steven Angle](#) says: "The journey to excellence has begun" and we are excited that you are a part of that.

New UTC staff will attend intake with Human Resources as soon as possible after their start date. Your Intake and Orientation form will be provided to you prior to your arrival at UTC and should have all necessary dates for intake, orientation and onboarding sessions. Generally, intakes are done at 9 am on Mondays on the first floor conference room in the Human Resources office. Orientations are held twice monthly in the Human Resources office, 720 McCallie Avenue on the 2<sup>nd</sup> floor conference room from 1-4 pm.

[Onboarding sessions](#) are conveniently spaced during the course of an employee's first six months and are held in various rooms in the University Center. These offer a way for you to engage in the UTC culture, network with other new hires and learn essential information about the University.

Your supervisor or department will work with HR to ensure you are informed about the date for your intake and orientation. If you have questions, contact [Human Resources](#) or call 423-425-4221.

- Before Arriving at UTC: [Review Benefits](#)
- Where to go for intake and orientation/Parking
- What to bring
- What to wear
- Facts about UTC and Chattanooga resources

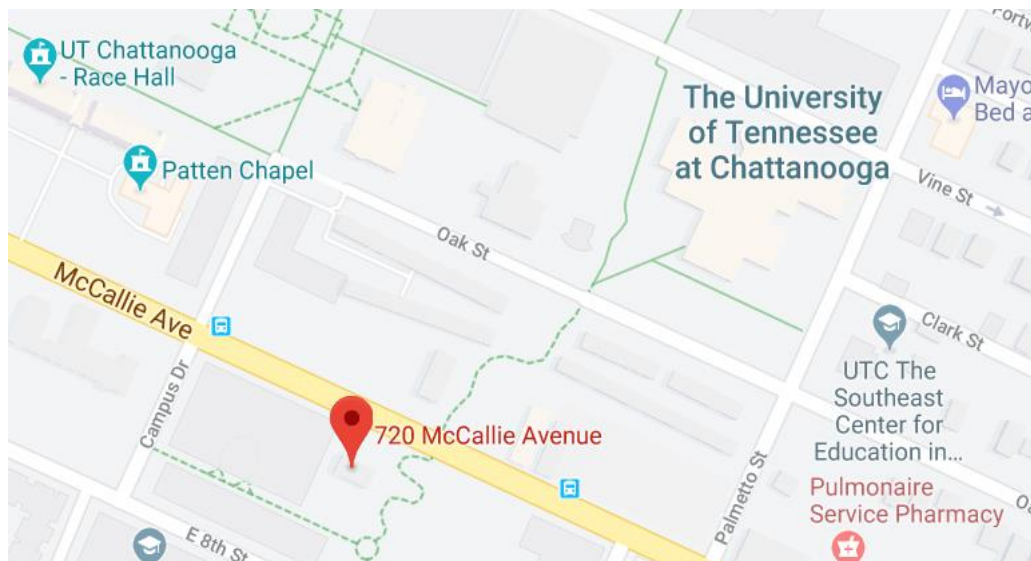
## Where to go/Parking



### Intake and Orientation:

Intake is held generally every Monday at 9am. Your supervisor and HR will work on getting you the Intake and Orientation form so you will know your specific time. Orientation is held two times a month on Tuesdays from 1-4pm. Both are held in our McCallie Ave office. In the event that we need to move orientation to the University Center, you will be notified by e-mail.

Our building is located at 720 McCallie Avenue.

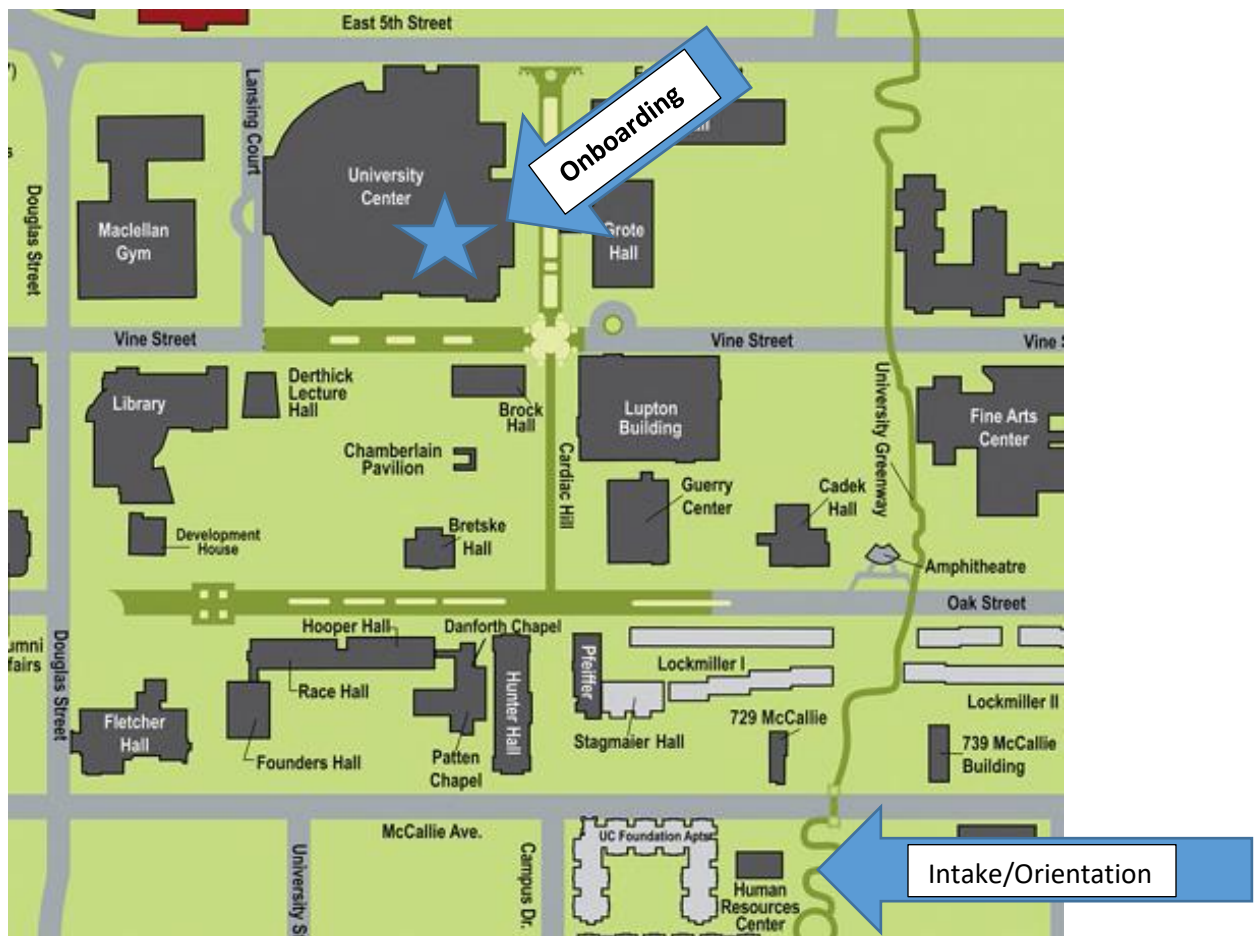


## Parking

There are three visitor parking spaces available in the Human Resources lot. Due to limited availability, please consider other options including: walking, carpooling or street parking. If you do drive, Human Resources will provide you with a parking pass to display on your dashboard so you do not get a parking ticket.



Onboarding sessions are held in various locations in the University Center. Please check with the schedule to ensure time and location.



## What to Expect and Bring

### For your intake appointment:

Expect:

- Your Intake appointment to take up to an hour.
- To complete some initial hire paperwork, including personal data, Direct Deposit and W-4 forms.
- To receive information about your retirement benefits.

Bring:

- Your identification for I-9 employment eligibility verification
- Voided check or deposit slip showing bank account number/s and routing number/s for Direct Deposit Authorization

### For orientation:

Expect: The first hour of orientation will consist of:

- UT System information
- UTC Strategic Plan
- Overview of the Executive Leadership Team
- Explanation of key policies

Followed by:

- Benefits overview

Bring:

- Any questions that you may have about your benefits

### Onboarding sessions:

Expect: 4 sessions geared at introducing you to the UTC culture: I LOVE UTC, Campus Compliance, Equity and Inclusion and a Q&A with an Executive Leadership Team member - survey at the end of completing all sessions

Bring:

- Any questions about UTC

## What to Wear

Our intake, orientation and onboarding sessions are considered part of your work time, so dress as you would for a day at work. Check with your supervisor for any other instructions.

## Facts and Information

- [UTC Campus Facts and Information](#)
- [Information about Chattanooga & Hamilton County](#)