\**Note: BLUE are hyperlink and PURPLE is for you to fill in the information.*

Department of Medicine

Division of (INSERT DIVISION)

Date (ADD DATE)

Dear (ADD EMPLOYEES NAME),

Welcome to the University of Pittsburgh (Pitt) and UPMC. We are thrilled to have you join the Department of Medicine (DOM) in the Division of (INSERT DIVISION) and are confident that your knowledge, skills, and experience will make you an invaluable member of our team. Your employment will be with (CHOOSE ONE) University of Pittsburgh, UPMC, UPP.

Over the next 3 months, we hope that you become increasingly confident with your role and responsibilities as a(n) (ADD POSITION/TITLE). Our job is to help you to be successful and become further connected to the work, mission, and vision of the DOM.

Below we outlined key information about our team, supervision style, and specific short-term goals for your first four weeks of work. This document should help you become oriented to the DOM, your division, and the work of those around you. Please write down any questions throughout this process so that we can review during check in and use this document as a guide to help you get started.

We look forward to working with you.

Welcome!

INSERT SUPERVISOR’S NAME

INSERT SUPERVISORS TITLE

INSERT SUPERVISORS EMAIL

INSERT SUPERVISORS PHONE #

**The Department of Medicine (DOM)**

DOM is part of University of Pittsburgh’s School of Medicine. Its mission is to improve the health and well-being of individuals and populations through cutting-edge biomedical research, innovative educational programs in medicine and biomedical science, and leadership in academic medicine. You can read more about the [DOM](https://dom.pitt.edu/) here. DOM is led by Department Chair Anne Marie Lennon MD, and Executive Administrator Nichole Radulovich MEd. Their offices are on the 12th floor of Scaife Hall. Please review the Pitt DOM [organization chart](https://peoplefirst.pitt.edu/wp-content/uploads/2024/05/DOM-Org-Chart-5.9.24.pdf).

Pitt and UPMC, although collaborators, are distinct and separate organizations. You may find the [organizational chart outlining the Schools, Departments and Divisions](https://peoplefirst.pitt.edu/wp-content/uploads/2024/02/OrgChart2023-11-15.drawio.png) useful to review and have available as you become acquainted with your work and the organization you are now part of. It can be confusing, so ask questions and use this chart as a reference.

There are 13 divisions in the DOM. The divisions specialize in medical care and/or research in both the inpatient and outpatient settings.

Divisions/Institutes of the DOM:

* [Aging Institute](https://aging.pitt.edu/) (AI)
* Classical Hematology[/ Medical Oncology](https://dom.pitt.edu/hemaonc/benign-hematology/) (HEMONC)
* [Cardiology (CV)](https://dom.pitt.edu/card/)
* [Endocrinology and Metabolism (Endo)](https://dom.pitt.edu/endo/)
* [Gastroenterology, Hepatology, and Nutrition](https://dom.pitt.edu/gi/) (GI)
* [General Internal Medicine](https://dom.pitt.edu/dgim/) (GenMed or GIM)
* [Geriatric Medicine](https://dom.pitt.edu/geri/) (GERI)
* [Infectious Diseases](https://dom.pitt.edu/ID/) (ID)
* [Pulmonary, Allergy, Critical Care, and Sleep Medicine](https://dom.pitt.edu/paccm/) (PULM or PACCSM)
* [Renal-Electrolyte](https://dom.pitt.edu/renal/) (RENAL)
* [Rheumatology and Clinical Immunology](https://dom.pitt.edu/rheum/) (Rheum)
* [Vascular Medicine Institute](https://vmi.pitt.edu/) (VMI)

**Your Division:** [(Choose your divisions description and paste it here)](https://peoplefirst.pitt.edu/wp-content/uploads/2024/05/Choose-Your-Division_FINAL_05152024.pdf)

**Your Team**

As a(n) (INSERT JOB TITLE) these are the team members that you will work most closely with:   
(INSERT)

* Name, Title, Office Location, Email, Phone #
* Name, Title, Office Location, Email, Phone#
* Name, Title, Office Location, Email, Phone#

**The Human Resource (HR) Team**

At times, you may need to reach out to HR. Here are the links to contact your HR department.

* [Pitt Human Resources](https://www.hr.pitt.edu/contact-ohr)
* [UPMC Human Resourced (HR Direct](https://upmchs.sharepoint.com/sites/infonet/BusinessTools/HumanResources/Pages/Ask-HR-Direct.aspx))

**Helpful Information**

[Pitt Onboarding information](https://www.pittworx.pitt.edu/resources/new-hire-onboarding)

[UPMC information on INFONET](https://upmchs.sharepoint.com/)

**Supervision Style & Expectations**

Your supervisor is (INSERT SUPERVISORS NAME and TITLE HERE). They report directly to (INSERT NAME and TITLE OF SUPERVISORS MANAGER and DIVISION).

As your supervisor, we will do everything we can to equip you with the necessary skills and resources to thrive in your role and support you along the way. (INCLUDE INFORMATION ON WHAT YOU WILL SUPPORT THE NEW STAFF MEMBER WITH). We strive to be accessible, approachable, and supportive. A primary responsibility of a supervisor is to enable a staff person’s success and growth. We believe in setting annual goals that relate to people’s professional development goals and the work of the position. We will do that during your three-month provisional review. We have (INCLUDE HOW OFTEN YOU WILL MEET) check-ins and team meetings. We will try to keep them consistent in terms of timing, but unfortunately, the reality is that some weeks we need to switch the timing to accommodate other meetings. Finally, we really mean it when we say: always let us know how we can help with your goals of success. If you have questions, are overwhelmed, or believe you have more capacity, we want to know. Open communication is key.

As we get to know each other, we want to learn what you expect so our working relationship is productive and positive. We are all continually learning and growing, and we look forward to doing so together!

**Short-Term Goals**

To help you jump in, we are providing you with some short-term goals below. Please use these as a guide as you begin to figure out how to structure your time. The first few weeks are training and reading heavy, so pace yourself and take eye breaks as needed. When we meet, we will discuss your progress on these goals and what support you need to meet them successfully. If you power through Week One quickly, don’t hesitate to move on to Week Two! On a high level, here are the focus points of your first four weeks and how we will get you to where you are working on your project independently and with confidence: (INSERT SPECIFICS IN EACH WEEK)

You will have several check-ins and various training courses with each of us and other staff members for the first three weeks, and then we will have a weekly recurring check-in starting in Week Four. We can also be available at other times if you would like to connect more often, especially as you get settled and are likely to have a lot of questions. Also, remember that you can look to others on the team for answers!

**Week One Goals**

The focus of Week One is to become familiar with the organization, get your systems and technology set up, get started with trainings/forms and to get familiar with your surroundings, staff and start to hear some of the language and acronyms we use in our daily work. This first week we want you to make your space your own, get to know your team members and start to get settled in.

By the end of Week One, we want you to feel that you made the right choice in joining us.

Here are some things you should complete or begin in week 1:

1. Attend the New Staff Orientation for (CHOOSE ONE): (Pitt, UPMC OR UPP)
2. Complete any HR paperwork you were assigned. Make sure it is all done and submitted. We want you to finalize your benefits and ensure you get paid!
3. Read this document carefully, including the attached resources; ask and get answers to any clarifying questions.
4. We will review and discuss your schedule and hours.
5. Complete set-up of your technology and digital tools.
   1. Your Pitt Email: (INSERT EMAIL ADDRESS)
   2. Set up email signature and confidentiality statement if applicable.
   3. Review any emails already in your Inbox
   4. Discuss plans for email checks and replies
   5. Discuss email etiquette and communications
   6. Set up your voicemail message.
   7. Set up Outlook and MS Teams in the manner that works for you.
   8. You may have been sent invitations for meetings. Please review and accept meetings and become familiar with your calendar.
   9. Let’s figure out what type of calendar you will be using. This is a challenge at the organization as Pitt and UPMC have different outlook calendars. We can discuss.
6. (IF NEEDED FOR Pitt EMPLOYEES) Submit UPMC Contingency Employee Access, which will include a UPMC email.
7. Send (YOUR SUPERVISOR) a brief bio (and a picture if you are comfortable) that I can send to the department or the division as a means of introduction. Here are a few [staff bio examples](https://drive.google.com/file/d/1gLeP1O1HPUjbLyHTWHN2M_3DdZE2BYMG/view).
8. (INCLUDE ANY HR MANDATORY TRAININGS HERE)
9. (FOR ANYONE WORKING IN RESEARCH) **RESEARCH ONLY:** Begin CITI Training. These trainings are required of all research staff. Their trainings will certify your understanding of clinical research and human subjects protection.
   1. For information on how to register, go to: (PDF Document) <https://www.orp.pitt.edu/sites/default/files/Documents/citi_instruction_sheet.pdf>
   2. Register on Pitt’s HS (Health Science) Connect. <https://www.hsconnect.pitt.edu/HSC/public/register.htm>
   3. From there you will register for CITI Training. You will take the following courses:
      1. Human Subjects Research
      2. Good Clinical Practice
      3. Conflict of Interest
      4. Clinical Trials Billing Compliance
      5. Information Privacy and Security
   4. Send the Completion Report (not the certificate, it needs to show the modules completed) to (SUPERVISORS EMAIL HERE)
10. (ADD ANY OTHER TRAININGS NEW HIRE SHOULD BEGIN OR COMPLETE WEEK1)

**Week Two Goals**

The focus of Week Two is to continue becoming familiar with the organization, individuals, your position, and projects. You will also start shadowing your colleagues and being introduced to the procedures and activities you will eventually be doing independently. This is going to take time but make sure you listen, learn, and ask questions. Continue to complete trainings and begin more focused training on the work you will be doing in your role.

1. Each morning: check your email and respond as necessary. Aim to respond within 24 hours so that the sender will either get the information they need or know you are “working on it” or just that you got the message. Some schedule this for their first hour each day and call it OHIO (Only Handle It Once) to not get bogged down in emails that get lost in the shuffle.
2. Decide if you will use UPMC or Pitt as your primary email. Put an auto-response on the one you will not use regularly.
3. Review Outlook’s Out of Office setting and plan to use.
4. Finish HR Mandatory Trainings, if not completed already.
5. Discuss new staff person preferred training/learning techniques. How do they prefer to get information?
6. Check-in with [INSERT POINT OF CONTACT]
7. Meeting with [INSERT POINT OF CONTACT]
8. Start to access the various sites and files listed in the document. Will find you may need to get access so we will work on this. There is a ton of information that will eventually make sense but for now will be overwhelming. That is OK. We will refer back to this document over the next 9-12 months. Remember, Rome was not built in a day 😊.
9. We will invite you to any meetings we have so you can listen and get familiar with the language, people and our work.
10. (ADD ANYTHING ELSE SPECIFIC TO POSITION AND ROLE)

**Week Three Goals**

The focus of Week Three is to really sit in your new position and role. Make it your own and start thinking about how this position will look for you in the next 9 months. Some other things to do this week: (ADD ANYTHING ELSE TO BE DONE)

1. Personalize the weekly check-in guides.
   1. [Check-In Recommendations](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fpeoplefirst.pitt.edu%2Fwp-content%2Fuploads%2F2024%2F03%2FCheck-In-Guidelines.docx&wdOrigin=BROWSELINK)
   2. [New Employee Check-In Agenda](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fpeoplefirst.pitt.edu%2Fwp-content%2Fuploads%2F2024%2F03%2FCheck-In-Agenda-and-Addl-Questions.docx&wdOrigin=BROWSELINK)
2. Reach out to and set up a meeting with the following important individuals that you should know and will work with regularly. We will discuss this before reaching out.

* Name, Title, Email
* Name, Title, Email
* Name, Title, Email

**Week Four Goals**

You should start to work somewhat independently. Remember, we are always here to support you as you continue to learn! (ADD ANYTHING ELSE YOU WOULD LIKE)

1. Continuing to complete any of the above unfinished tasks
2. Review and discuss goals from previous three weeks with (SUPERVISOR’S NAME).
3. Assess how things are going, what you need, what is missing, etc.
4. Think about and write down goals for next four weeks.
5. 30-day review in which we will discuss goals. (Pitt is 90 days)

**90-Day Evaluation and Beyond**

We will continue to have weekly meetings and will talk to each other regularly. Near (PUT DATE IN WHICH WILL BE AT 90 DAYS) we will do a 90-day review and see how things are going. This will be a time to review your work thus far, discuss any necessary performance changes, and set goals for the next year.