



Department Onboarding Checklist

Prior to New Employee's Start Date

- Upon clearance from Human Resources, call your new employee and give a warm welcome.
- Establish an official start date.
- Provide information about their first day of work:
 - What time to report
 - Visitor Parking pass from Information Booth
 - Where to go, directions to worksite
 - Acceptable attire/uniform
 - What to expect on first day
- Arrange for building/office keys with university locksmith
- Request for access to any necessary programs (SOAR, SOARHR, Cornerstone, etc.) if the employee has completed all HR paperwork and been issued an ID number.
- Have the new employee contact the iTech Help Desk to activate Campus ID Credentials. **ONLY** if the employee has completed all HR paperwork and has been issued an ID number. This can take up to 48 hours for activation so starting early will be very helpful.
- Formally announce the new employee's arrival and responsibilities to current staff members.
- Ensure the workstation is set up with necessary equipment and supplies.
- Identify a buddy for the new employee and ensure s/he understands his/her role.
 - While this checklist is the responsibility of the hiring manager, the new hire buddy can be assigned to help with items on the checklist, such as department tours and introductions.
- Schedule time on your calendar to spend with the new employee, and schedule other appropriate meetings and training as needed.

First Day

- The hiring manager should make every effort to be present on the new employee's first day. Personally greet the new employee and introduce them. If your presence is not possible, make certain to assign this very important responsibility to someone.
- If new hire paperwork is still outstanding, have someone escort the new employee to Human Resources.
- Introduce the new employee to his/her buddy.
- Introduce new employee to coworkers and give brief explanation of each person's role.
- Issue department equipment (computer, keys, etc.)
- Provide tour of department, building, breakroom, bathroom and other relevant work locations.
- Share evacuation plan and fire safety. (Location of fire extinguisher, fire alarm pulls, etc...)

- Show new employee their work station/office and instruct them on use of office equipment:
 - Computer, printers, networks, and faxing
 - Enter an iTech work order for phone/voicemail set up (long distance code if applicable)
 - Proper department greeting when answering phones
- Take the new employee to get their staff ID. (HR will email a form to the contact person on the PAF)
- Assist the new employee with registering vehicle(s) and purchasing permit(s) with Parking Management
- Advise how and when to submit a timesheet (Monthly employees must also complete a time sheet in SOARHR each month.)
- Review job related policies and procedures
 - Personal leave
 - Sick time
 - Call-in procedure
 - Breaks
 - Dress code or uniform requirements (if applicable)
- Review the job description and establish what they should focus on in their first days
- Review work schedule, including flex schedule, shift work, and on-call if applicable
- Have new employee sign applicable forms such as golf cart policy and confidentiality statement
- Either have a department lunch or ensure someone offers to go to lunch with the new employee.

First/Second Week

- Introduce new employee to software and schedule training as needed:
 - Email (outlook)
 - SOAR or SOARHR and SOARFIN if applicable
 - Cornerstone (if applicable)
 - Other departmental related programs:

- Allow new employee time to attend new employee orientation with Human Resources
- Review the training plan for the new employee with expected timeframes.
- Review department org chart and overview of what the department does, including mission, vision and goals.
- Identify critical members of the department/University
- Share office resources (e.g., directories, manuals, staff listings, phone list)
- Discuss customer service expectations
- Take new employee on a “walking meeting” to show them around campus (Post Office, Bookstore, Payne Center, Moffet Health Clinic, etc....)
- Update department directory and website with new employee’s information
- Share schedule of department staff meetings and/or department calendar of events. Add new employee to email distribution lists and list serves relevant to his/her job.

First Month

- “Break with Manager” – the hiring manager should schedule coffee, breakfast or lunch with the new employee to check-in to see how things are going. This will allow the manager some time with the new employee for questions and ensure the employee is becoming acclimated to the department and job responsibilities.
- Begin taking any necessary training/compliance courses