Get OnBoard!

UNCW ONBOARDING CENTER
Human Resources Department

New Employee Onboarding Checklist for Supervisors and Hiring Team

Welcome to the UNCW Onboarding process!

The Hiring Team (hiring supervisors, managers, and administrative assistants) play a critical role in planning and implementing the onboarding process for new employees. Your efforts to onboard your new employee and align his/her role with the department and university initiatives can improve new employee engagement and drive retention.

Onboarding is more than just planning for your new employee's first day. It encompasses the entire first year, which is why we need to prepare and plan ahead. The following checklist is meant to be used as a general onboarding guide for the hiring team. Your specific school, area, or department may have additional orientation guidelines. Confirm and follow any practices or procedures unique to your area.

Pre-Arrival: Communication is Key!

☐ Use a New Employee Onboarding Checklist. Review and customize to your department's needs.

☐ Call to officially welcome your new employee to UNCW after confirmation of acceptance. **Don't forget to confirm their start date and time, where they should report and where to park, and let them know what the dress expectations are for their first day and that OBC will be contacting them soon.** Send all this information in a follow-up email, too.

☐ Provide your new employee with the name, email and phone number of who to contact if they have a question or if an issue comes up before their first day. Also, be clear about how and when to contact you if they have any problems getting here on their first day.

☐ Make sure everyone is ready to welcome your new employee by sending an announcement via email to your department introducing your new team member and start date.

☐ Work with an Onboarding Specialist to schedule an appointment for you and your new employee in the Onboarding Center on their first or second day. Appointment date/time:_____

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Preparing for First Day: Here are some suggestions for things you may need to do for your new employee <u>before</u> they arrive on their first day. *Contact OBC if you need assistance or have any questions.*

☐ If your employee is going to use a computer as part of their job, make sure a computer is available and in proper working order. Contact a purchasing agent in your area if a computer needs to be replaced or updated.

☐ Call or email your building technology assistant to set up the existing or new computer/work station.

☐ Identify what access to campus systems and applications are needed by your new employee and start process of getting those in place. Click <here> for Banner Access forms and instructions.

☐ Enter a TAC Help ticket in the ITS request system (*teamdynamix*) to set up phone and have a phone number assigned to them.

☐ Check with your departmental key auditor to make sure keys are ready for employee's first day.

☐ Ensure work space is clean and has needed supplies.

☐ Verify correct building access is granted.

☐ Prepare a schedule for the employee's first week, including any training that can be completed.

☐ Assign Onboarding Peer Mentor *if applicable* and set clear instructions/expectations for them and the new employee.

☐ Plan a welcome activity for new employee with your department (morning coffee with the team, welcome huddle before lunch, team meeting, etc.)

☐ Make any accommodations necessary under the Americans with Disabilities Act (ADA) if appropriate.

☐ Order name tag, business cards, and/or door name plates through Printing Services.

☐ Print a "Welcome" sign to put in the new employee's work space or a departmental bulletin board.

☐ Create Welcome Packet that includes:

☐ Organizational chart (dept. and campus)	☐ First 30/60 Day Work plan
☐ Phone listing/Contact info for department	☐ Printouts or URL's of specific policies
☐ Schedule for first week	☐ Campus/building map
☐ Emergency Contact Info Sheet for dept.	☐ Department policies & expectations
☐ Fire and Emergency Evacuation plan	☐ Confidentiality agreement (if applicable)
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First Day in the department: making your new employee feel welcomed & informed

☐ Supervisor welcomes employee upon their arrival.

☐ Take new employee to Onboarding Center at appointed time.

☐ Arrange lunch with new employee and members of department or supervisor.

☐ Show them their workspace and introduce them to the department team.

☐ Introduce new employee to Onboarding Peer Mentor is you assign one.

☐ Go over the Welcome Packet.

☐ Take time to discuss work schedule for the week, pay schedule, process for reporting sick leave and time off requests and go over Onboarding Checklist.

☐ Assign keys.

☐ Give a department/building tour (place to hang coats, restroom, water fountain, vending machines, break room/kitchen, emergency exits, parking…)

☐ Make sure your new employee can log into their computer and have a quick computer orientation (shared network drives, Outlook, Seaport, Seanet, SharePoint, Sammyfiles, department website…)

☐ Don't forget to show them where everything is and how to use them if applicable (phones, fax, copier, office supplies, recycling, mailbox...)

☐ Give your new employee instructions on how to set up their voice mail or direct them to New E-mail Accounts: ITSD: UNCW.

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Within First Week

- ☐ Confirm Benefit Orientation and New employee Orientation dates.

- ☐ Review job description, competencies and expectations.

- ☐ Check the UNCW on-line directory to see if your new employee's information is correct. If not, enter an HR update online, contact your HR liaison, or email an Onboarding Specialist.

- ☐ Update your departmental website to include your new employee's information and photo.

- ☐ Review department's mission, strategic goals, values, policies and procedures and safety plan.

- ☐ Assign first project.

- ☐ Meet with the administrative support person responsible for office management, who can provide helpful information on office procedures.

- ☐ Let your new employee know the best way to communicate with you and see if they have any questions.

- ☐ Go over department leave policies (sick, vacation, community service, extra hours worked). Work with departmental Leave Keeper to train your new employee on how to use their leave report.

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First Month

- ☐ Check with your new employee to see if they completed benefits/retirement enrollment. Encourage them to make an appointment with their HR benefits coordinator if they have any questions.

- ☐ Establish goals and set expectations for formal and informal feedback.

- ☐ Discuss how employee's performance will be evaluated and the timing for the evaluation.

- ☐ Schedule or oversee the scheduling of meetings with key people both inside and outside the department.

- ☐ Check in with Onboarding Peer Mentor (if assigned) for their perspective.

- ☐ Check on status of scheduled trainings and pending accesses.

- ☐ Make sure your new employee remembers to pick up their first check at the Cashier's office located in Warwick Center. Consider escorting them to pick it up if they are unfamiliar with the campus.

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