

# Onboarding Checklist

This checklist will help ensure new hires are set up for success in their new role. **Begin the onboarding process at least one week before the employee's first day.**

## Prior to First Day

- Obtain signed job acceptance – HR Generalist
- Email link for onboarding forms (i.e., W-4, I-9) – HR Generalist
- Employment contract (if applicable) – HR Generalist
- Benefits literature – Benefit Specialist
- Email a visitor parking pass.
- Immediate supervisor calls to congratulate and welcome them to the team. Confirm start date. Communicate dress code, parking, if they need to bring lunch or will be joining the team for lunch and who their first point of contact will be.
- Contact IT to order equipment and software access.
- Set up their work area, include Tech swag, office supplies, personal notes of welcome from the team.
- Communicate to team of new hire and start date.
- Create a first day itinerary and send to employee.
- Assign a peer mentor who is knowledgeable and positive.

## First Day

- Supervisor to be available to greet and introduce new employees to the team.
- Show them their workspace and allow them to put belongings down.
- Peer mentor walks them to HR to complete the I-9 process and to set up an appointment with benefits if needed.
- Walk them to the RUC (Roaden University Center) for parking pass and Eagle card, include campus tour if possible.
- Give them time after lunch to set up their workspace and read any necessary paperwork.
- Provide tasks if needed, such as training or shadowing a team member.
- Hold a first day recap meeting to answer any questions.

## First Week

- Introduce employees to other departments they will work with.
- Give any necessary keys or passcodes.
- Supervisor goes over position description and expectations such as communication, emails, meetings, request for sick/annual leave days, include campus holidays and payroll.
- Communicate about importance of attending orientation.
- Schedule an end of first week check-in to answer any added questions or concerns.

## Schedule check-in dates with Supervisor

- Obtain onboarding feedback.
- 30/60/90 Days
- Six months check in.