New Employee Onboarding Employee Checklist

Employee’s Name: ___________________________ Department: ___________________________ Start Date: __/__/__

Checklist is for personal reference only. Activities are to be completed within the first 30-60 days from the new employee’s start date. Internal hires need to only complete relevant activities specific to the department.

Before Day One

☐ Obtain BSU ID - Please contact the ID card office at 765-285-CARD (2273), visit bsu.edu/idcards, or email idcards@bsu.edu.

☐ Purchase parking permit.

☐ Complete I-9 online & bring supporting documents to University Human Resource Services, Administration Building, Room 350 on or before your first day of employment.

☐ Check on your e-mail account & set up your password.

☐ Confirm arrival date on campus with supervisor and view Relocation information, if applicable.

☐ Follow-up with supervisor by email or phone as needed.

☐ Familiarize yourself with the BSU website and take a moment to take the virtual tour.

The First Day – Discussion with your supervisor

☐ Receive name tag, if applicable.

☐ Meet your colleagues/participate in department orientation or job specific tour (break area, supply cabinet, bathrooms, etc.).

☐ Meet your Onboarding coordinator and partner.

☐ Sign department compliance forms.

☐ Discuss the job specifics if you are an essential personnel.

☐ Discuss office hours.

☐ Discuss how to report work/vacation/sick hours on Kronos.

☐ Discuss probationary period, if applicable.

☐ Ask follow-up questions about dress code.

☐ Discuss overtime/comp time policy, if applicable.

☐ Discuss sick leave policy.

☐ Discuss vacation policy/how to request.

☐ Discuss work place do’s & don’ts.

☐ Discuss any conflict of interest, if applicable.

☐ Discuss emergency building plans.

☐ Sign for keys, if applicable, to new employee.

☐ Receive personal safety/protective equipment, if applicable.

☐ Discuss job description & expectations.

☐ Discuss individual goals/work plan.

☐ Review employee handbook. Service employees receive their handbook in orientation. All other handbooks are available online.

☐ Did you receive a list of customers & frequent contacts?

☐ Did you receive a list of key phone numbers, client phone list & inform on how to use the BSU online directory?

☐ If you need to request a leave of absence or a workplace accommodation, please contact Shandy Filipowski, Coordinator of ADA and Leave Administration Programs, at 765-285-1036.
The First Week

- Attend new employee orientation.
- Review calendar of major upcoming events and deadlines.
- Discuss 30-day priorities or on-the-job training.
- Discuss relevant meetings with your direct reports, if any.
- Discuss preferred method of communication: Stop by office, schedule a meeting, e-mail, and/or phone.
- Familiarize yourself with the university’s online MyBSU and Self-Serve Banner.
- Receive access to departmental systems, e.g. SciQuest, INB, Argos, BannerWorks, HR-TMS (PeopleAdmin), etc., if applicable.
- Set up duo (two-factor) authentication, if applicable.
- Review department customer service expectations.
- Review university and departmental policies.

The First Month

- Review BSU Employee Guide available online.
- Did you receive a list of relative acronyms and abbreviations? (if applicable)
- Discuss department goals, mission, & values, if applicable.
- Discuss university goals, mission, & values, if applicable.
- Review department and university policies, if applicable.
- Discuss timing and process of performance evaluation.
- Discuss relevant timelines (projects, learning curve), if applicable.
- Review department/division organizational chart.
- Discuss department/division, and/or university’s strategic plan.
- Discuss shadowing co-worker, if applicable.
- Ensure you have enrolled in benefits (some are legally limited to enrollment in first 30 days of employment.).

Training

- Discuss Learning & Development sessions available.

BSU Community (Additional resources are available in the BSU Employee Handbook)

- Athletics Events
- BSU Calendar of Events
- Campus Dining
- Campus Landmarks & Traditions
- Employee Quick Clinic - Health Center
- LA Pittenger Student Center
- Pruis/Emens, Planetarium, Museum, etc.
- Recreation Center Services
- Theatre and Dance Productions
- Working Well – Wellness

Muncie Community (Additional resources are available in the BSU Employee Handbook)

- Muncie Indiana Transit System (MITS) city buses
- The Village
Onboarding Follow Up—Watch for e-mails with surveys at these intervals:

- 21 days review.
- 6 Month Review – Send agenda to employee before scheduled meeting, if applicable.
- 1 Year One-on-One Progress Review – Send Congratulations e-mail/ note. (This is not the same as the annual HR performance evaluation)

Other—Specific to the department or job:

- ______________________________________________________
- ______________________________________________________
- ______________________________________________________