New Employee Onboarding Supervisor 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

☐ Business Cards *(Order at least 1-2 weeks before start)*.
☐ Select onboarding coordinator & partner.
☐ Collaborate with onboarding coordinator & partner.
☐ Create first-week schedule for the new employee.
☐ Confirm arrival date on campus and provide **Relocation information**, if applicable.
☐ Send welcoming message to new employee before first day.
☐ Discuss dress code.
☐ Discuss office hours.
☐ Confirm status of the new employee BSU username and email account setup.
☐ Begin to schedule key meetings and training for new employee.
☐ Confirm security access/forms, if applicable.
☐ Workstation setup (Computer, phone, office/desk nameplate, supplies, files, lockers, etc.).
☐ Ensure office keys are available, if applicable.
☐ Order/create name tag, if applicable.
☐ Follow-up with new employee (email, call).
☐ Discuss with new employee that they have paid for **Parking**.
☐ Confirm with UHRS new hire’s orientation date, time, & location.
☐ Notify colleagues with new employee’s start date and ask them to add the new hire to their email distribution list.
☐ If Applicable: Schedule the new employee for Bloodborne Pathogen Program training by emailing Brandon Clidence at **baclidence@bsu.edu**
☐ Send email to Nicole Kemmer in Working Well if supervisory position – provide name, title, department, and start date. Nicole will send the employee an EAP Supervisor Handbook.

The First Day

☐ Welcome the new employee.
☐ Give new employee name tag, if applicable.
☐ Conduct face-to-face introductions of new employee with colleagues. Show location of colleagues’ offices, break area, supply cabinet, bathrooms, etc.
☐ Confirm I-9 has been completed at Human Resources in AD 350 on first day of employment.
☐ Confirm employee has signed and dated the **IT Model Confidentiality and Information Access Agreement**.
☐ Ensure new employee signs department compliance forms.
☐ Discuss the job specifics if the position is considered essential personnel.
☐ Discuss employee’s reporting of work/vacation/sick hours/Kronos.
☐ Discuss probationary period, if applicable.
☐ Discuss overtime/comp time policy, if applicable.
The First Week

☐ Ensure new employee attends new employee orientation.
☐ Review calendar of major upcoming events and deadlines.
☐ Set 30-day priorities or on-the-job training.
☐ If the new hire has direct reports, schedule relevant meetings.
☐ Establish preferred method of communication: Stop by office, schedule a meeting, email, and/or phone.
☐ Introduce new employee to MyBSU and Self-Serve Banner.
☐ Ensure new hire has 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

☐ Ensure employee is engaged with his/her work and team; and make any necessary adjustments to focus on maximizing employee satisfaction and contribution.
☐ Discuss how you want your new employee to prepare for your one-on-ones with you.
☐ Ensure there are no overlaps with onboarding partner of responsibilities or redundancy in your focus areas.
☐ Ensure the new employee has all necessary materials and is becoming familiar with the job, team and campus.
☐ Confirm that new employee has looked through the BSU Employee Guide.
☐ Provide list of 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.
☐ Provide department/division organizational chart.
☐ Discuss department, division, and/or university’s strategic plan.
☐ Discuss shadowing co-worker, if applicable.
☐ Review and clarify performance objectives and expectations after the first month.
Be available to the new employee, as needed, both for impromptu or scheduled meetings. Meet at least once a week for the first 90 days. Spend quality, productive time with your new employee early on.

Training

Discuss Learning & Development sessions available. See page 13.

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:

- 
- 
- 
- 