

Ball State University New Employee Onboarding Supervisor Checklist

Employee's Name: _____ 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 activates specific to the department.

Prepare For New Employee Before The First Day

- Business Cards (*Order at least 1-2weeks before start*)
- Choose Onboarding coordinator & partner
- Collaborate with Onboarding Coordinator
- Communicate with new employee (email, call)
- Confirm new hire's orientation date, time, & location
- Confirm security access/forms, if applicable
- Dept. IT - computer functioning first day
- Notify colleagues with new employee's start date
- [Parking](#)
- Phone and voicemail, if applicable
- [Relocation](#)—confirm arrival date on campus, if applicable.
- Send welcoming message before first day
- Workstation Setup (office/desk nameplate, supplies, etc.)

Dept. Overview

- Department goals, mission, & values, if applicable
- Department organizational chart
- Department Strategic Plan
- Departmental systems access, *e.g. SciQuest, INB, Argos, BannerWorks, [HR-TMS](#) (PeopleAdmin), etc.*
- Duo (two-factor) Authentication set up, if applicable
- Identify customers & frequent contacts - provide face-to-face or email introductions
- Location of colleagues' offices. Conduct face-to-face introductions with new employee
- Provide client phone list & inform about BSU online directory.

Job Expectations

- Discuss individual goals/work plan
- Discuss job description & expectations
- Discuss timing and process of [performance evaluation](#)
- Discuss probationary period, if applicable
- Discuss relevant timelines (*projects, learning curve*)
- Discuss shadowing co-work, if applicable

Policies and Procedures

- Conflict of Interest Information, if applicable
- Department customer service expectations
- Departmental policies
- Departmental procedures
- Employee handbook
- Office hours
- Overtime/comp time policy, if applicable
- Sick leave policy
- Vacation policy/how to request
- Work place do's & don'ts

Administrative/Housekeeping Items

- Confirm I-9 completed at Human Resources in AD 350 on first day of employment
- Department compliance forms
- Department orientation (*break area, supply cabinet, bathrooms, etc.*)
- Emergency building plans
- Employee's work hours & Kronos

- Keys
- List of acronyms, if applicable
- List of key phone numbers
- [MyBSU - Important Ball State links](#)
- Name badge, if applicable

Training

- [Learning & Development](#) Courses
- [Lynda.com](#) Access for tutorials

BSU Community

- [Athletics Events](#)
- [BSU Calendar of Events](#)
- [Campus Dining](#)
- [Campus Landmarks & Traditions](#)
- [Employee Quick Clinic](#) - Health Center
- [LA Pittinger Student Center](#)
- [Muncie Indiana Transit System \(MITS\)](#) city buses
- [Pruis/Emens](#), [Planetarium](#), [Museum](#), etc.
- [Recreation Center](#) Services
- [The Village](#)
- [Theatre and Dance Productions](#)
- [Working Well](#) - Wellness

On-Boarding Follow Up—schedule sessions for:

- First Week
- 30/45 days
- 90 days Progress Review – *Use Progress Review Form to guide discussion*
- 6 Month Check-In – *Send agenda to employee before scheduled session, if applicable*
- 1 Year One-on-One Progress Review – *Send Congratulations Email/Note. (This is not the same as the annual HR performance evaluation)*

Other—specific to the department or job:

- _____
- _____
- _____