

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](#)

Ball State University

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:

- _____
- _____
- _____