Manager's Onboarding Checklist

Work Schedule and Job Duties

- [ ] Call your new employee and confirms
  - [ ] Start date
  - [ ] Work place
  - [ ] Start time
  - [ ] First day contact person
- [ ] Provide Transportation and Parking information
- [ ] Review dress expectations and department culture
- [ ] Email follow -up with link to New Employee Onboarding webpage
- [ ] Inform the employee about the New Employee Briefing program
- [ ] Discuss relocation support provided by the department
- [ ] Discuss the need for new employee payroll advance

Create action plan/tasks for the employee's first day

- [ ] Put together a welcome packet from the department and include:
  - [ ] Job description
  - [ ] New Employee Checklist "Getting Started"
  - [ ] Leave accrual and reporting guidelines, department procedures for requesting sick/vacation time
  - [ ] Job manual or employee handbook (if available)
  - [ ] Schedule for the first week
  - [ ] Department/unit organization chart
  - [ ] Contact information for co-workers in the department
  - [ ] Map of campus with building(s) highlighted

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