

# 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