

NEW EMPLOYEE ONBOARDING CHECKLIST



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New Team Member Information			
Name	Department		
Title	Telephone		
Office	Email		
Mgr Name	Mgr Title		

Item	Staff Responsible	Due Date	Date Complete
Preboarding	g (Minimum 3 business	days prior to start	date)
Welcome Email			
Personnel Action Form			
Power Form			
I-9			
Schedule start date			
Address schedule			
Address dress code			
	Workstation Prep		
Prep business cards			
Request keys			
Request temporary parking pass			
Clean workstation			
Computer set up			
Telephone set up			
Stock supplies			
Set up system access (add below)			
Firefly			
Duo			
OneDrive/Shared Drives			

Item	Staff Responsible	Due Date	Date Complete
Onb	oarding (first day and wee	ek)	•
Welcome team gathering			
Department/Office tour (include			
copy/print room, break room,			
bathrooms, emergency exits)			
Introductions (add below)			
Contact person			
Coworkers			
Leader			
Key Personnel			
Students			
Time recording/Leave requests			
Review Payroll timing			
Get MavCard			
Review Mission/Vision/Values			
Explain how employee fits in			
Review Job Description			
Key policy review (see pg. 4)			
Training plan review (see pg. 3)			
Review contact sheet			
Review org chart			
Give keys			
Overview of systems (add below)			
Firefly			
Duo			
OneDrive/Shared Drives			
Purchase Requests			
Link to benefits webpage/contact			
Discuss expectations			
Set goals (see pg. 5)			
Discuss career development plans			
Purchase parking pass			

Item	Staff Responsible	Due Date	Date Complete
	Ongoing		
Check in regularly			
Schedule intro meetings with teams			
Schedule intro meetings with key personnel			
Organize needed training classes (add topics below)			
New Employee Orientation			
Title IX Training			
Meet with HR Rep regarding Benefits (first 30 days)			
30 day Check-in Meeting			
60 day Check-in Meeting			
90 day Check-in Meeting			

Some Training Topic Ideas:

Hiring Best Practices (for those with hiring responsibility) (Contact HR to arrange) PeopleAdmin Training (for this with hiring responsibility) (Contact HR to arrange) I-9 training (for those with hiring responsibility) (Contact HR to arrange) ReImagingU classes SafeSpace Training NBDC Classes BestCare EAP Classes SAP Training (for those with SAP access) E-Shop Training

Item	Reviewed with	Due Date	Initial Complete	Date Complete	
Policies to Review					
Executive Memorandum 34					
Executive Memorandum 16					
Affirmative Action/EEO					
At Will Employment					
Background Checks					
Children in the Workplace					
Confidentiality Statement					
Conflict of Interest and					
Commitment					
Disciplinary Action					
Drug Free Workplace					
Electronic Messaging					
Grievance Procedure for					
Non-Academic Staff					
Nepotism					
On Campus Smoke and					
Tobacco Use					
Overtime Compensation					
Pets in the Workplace					
Political Activities					
Privacy Policy					
Probationary Policy					
Work Schedule					
Workplace Violence					
Youth Activity Safety					

Goals for Onboarding

Set goals that are				
	Specific Measurable	e Attainable Rele	evant Time-bound	
Goal	Measurement	Tools/Skills Needed	Purpose	Deadline