



NEW EMPLOYEE ONBOARDING CHECKLIST

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

Item	Staff Responsible	Due Date	Date Complete
Preboarding (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
Onboarding (first day and week)			
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	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 Attainable Relevant Time-bound

Goal	Measurement	Tools/Skills Needed	Purpose	Deadline