Supervisor Onboarding Checklist (Faculty and Staff)

This list is a suggested guideline, when onboarding new employees please note that depending on the type of hire some of the items listed may or may not be relevant

EMPLOYEE INFORMATION	
Name:	Start date:
Position:	Supervisor:
EUID:	EMPLID:
PRE-ARRIVAL PROCEDURES	
□ Order HRM-6 http://intranet.hsc.unt.edu/applications/hrsapps/hrm6/hrm6.cfm □ Call or email him/her to officially welcome and answer any questions regarding employment. ■ Confirm the location/address of where to park (if applicable) ■ What time to arrive on the first day ■ Whether or not to bring a lunch ■ Documents needed to complete new hire paperwork, such as proof of eligibility to work in the United States (I-9): http://www.uscis.gov/files/form/i-9.pdf □ Prepare office/desk/work station □ Secure "new" furniture (based on department budget) Or "used" furniture (Available through Property control)	
□Secure new/existing computer equipment http://www.hsc.unt.edu/dellsite/ □Ensure all needed software programs are installed onto new/existing computer □Set up access to departmental shared drives □Set up telephone (as needed) http://www.hsc.unt.edu/Departments/AIRT/telecommunications.cfm □Order name plate and/or office sign http://www.hsc.unt.edu/departments/facilities/FMservices/signshop.cfm □Inform via staff meeting or email staff of the new hire's start date and role □New Employee Orientation scheduled by HR for	

Prepare a first day and first week agenda for the new hire
Assign onboarding mentor for new employee's first two months on the job (for <u>Administrative</u>
Professional Mentoring Handbook) New Hire completes Onboarding http://bsc.untsystem.edu/onboarding
Thew fine completes onboarding intep.//osc.untsystem.edu/onboarding
ARRIVAL PROCEDURES
☐ New hire verifies required I-9 documents in Human Resources
☐ New hire obtains parking permit (if applicable)
http://www.hsc.unt.edu/departments/police/forms/permit.pdf
☐ Introduce employee to assigned mentor
☐ Introduce new employee to staff and team members/co-workers
☐ Review and sign Job Description; cover job expectations and responsibilities.
☐ Go over organization chart
☐ Review policies and procedures (HSC and specific department)
 Review department's mission, strategy, values, functions
 Discuss procedures for scheduling time off and unexpected absences.
 Review work schedule, pay schedule and overtime policy.
 Review appropriate attire for workplace.
 Review performance feedback and appraisal process.
 Review emergency regulations.
 <u>Discuss professional development opportunities on campus</u>
☐ Show the HR website for "Employee Checklist" "On-Boarding" and "Employee Handbook"
□ Order key/access to office and other areas if needed
http://www.hsc.unt.edu/departments/facilities/FMservices/documents/KEYREQUESTFORM
☐ Sign Badge Request form (employee takes completed form to Police Dept. for badge)
http://www.hsc.unt.edu/departments/police/forms/access.pdf
□ Order business cards
https://www.myorderdesk.com/SignIn/?OrderFormID=331263&Provider ID=551550&force=
☐ Identify and order any needed office supplies
☐ Provide computer orientation at desk
☐ Online Security Training for email setup
https://intranet.hsc.unt.edu/acctrequest/default.cfm
Go over phones, voicemail set up, fax, copier, office supplies
Give a tour of building, department, and essential facilities
□ Other