## Onboarding New Employees- Checklist

The below template is intended to be a starting point for developing an onboarding checklist. Please add or adjust as necessary to fit your specific needs.

* Prior to start date:
  + Maintain contact with employee, particularly for longer waiting period before start date
  + Communicate about work location, schedules and parking
  + Set up Office/workspace
  + Order a name plate, business cards other stationary items (verify their preferred name, pronouns)
  + Order needed or requested supplies
  + Submit a TDX ticket for IT hardware and software access
  + Schedule New Employee Orientation
  + Schedule meetings with campus partners
* The first week:
* Tour the campus
* Overview of position responsibilities and duties. Classified must sign their position description.
* Make introductions to team and key partners
* Review policies/procedures/handbook
* Discuss communication preferences and expectations
* Discuss expected work schedule
* The first month:
  + Performance planning- tasks, goals and projects
  + Schedule any necessary training
  + Begin ongoing and regularly scheduled one on one meetings
  + Overview of a typical year calendar and important dates to hold
* At or after 90 days:
  + Complete a 90-day check-in (required for Classified)
  + Revisit initial goals
  + Does the employee feel like they’re missing anything?