## 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?