New Employee Onboarding Employee Checklist

Employee’s Name: ___________________________ Department: ___________________________ Start Date: __/__/____

Checklist is for personal reference only. Activities are to be completed within the first 30-60 days from the new employee’s start date. Internal hires need to only complete relevant activities specific to the department.

Before Day One

☐ Obtain BSU ID - Please contact the ID card office at 765-285-CARD (2273), visit bsu.edu/idcards, or email idcards@bsu.edu.
☐ Purchase parking permit.
☐ Complete I-9 online & bring supporting documents to University Human Resource Services, Administration Building, Room G029 on or before your first day of employment.
☐ Check on your e-mail account & set up your password.
☐ Confirm arrival date on campus with supervisor and view Relocation information, if applicable.
☐ Follow-up with supervisor by email or phone as needed.
☐ Familiarize yourself with the BSU website and take a moment to take the virtual tour.

The First Day – Discussion with your supervisor

☐ Receive name tag, if applicable.
☐ Meet your colleagues/participate in department orientation or job specific tour (break area, supply cabinet, bathrooms, etc.).
☐ Meet your Onboarding coordinator and partner.
☐ Sign department compliance forms.
☐ Discuss the job specifics if you are an essential personnel.
☐ Discuss office hours.
☐ Discuss how to report work/vacation/sick hours on Kronos.
☐ Discuss probationary period, if applicable.
☐ Ask follow-up questions about dress code.
☐ Discuss overtime/comp time policy, if applicable.
☐ Discuss sick leave policy.
☐ Discuss vacation policy/how to request.
☐ Discuss work place do’s & don’ts.
☐ Discuss any conflict of interest, if applicable.
☐ Discuss emergency building plans.
☐ Sign for keys, if applicable, to new employee.
☐ Receive personal safety/protective equipment, if applicable.
☐ Discuss job description & expectations.
☐ Discuss individual goals/work plan.
☐ Review employee handbook. Service employees receive their handbook in orientation. All other handbooks are available online.
☐ Did you receive a list of customers & frequent contacts?
☐ Did you receive a list of key phone numbers, client phone list & inform on how to use the BSU online directory? If you need to request a leave of absence or a workplace accommodation, please contact Humanresources, or the Coordinator of ADA and Leave Administration Programs, at 765-285-1036.
The First Week

- Attend new employee orientation.
- Review calendar of major upcoming events and deadlines.
- Discuss 30-day priorities or on-the-job training.
- Discuss relevant meetings with your direct reports, if any.
- Discuss preferred method of communication: Stop by office, schedule a meeting, e-mail, and/or phone.
- Familiarize yourself with the university's online MyBSU and Self-Serve Banner.
- Receive access to departmental systems, e.g. SciQuest, INB, Argos, BannerWorks, HR-TMS (PeopleAdmin), etc., if applicable.
- Set up duo (two-factor) authentication, if applicable.
- Review department customer service expectations.
- Review university and departmental policies.

The First Month

- Review BSU Employee Guide available online.
- Did you receive a list of relative acronyms and abbreviations? (if applicable)
- Discuss department goals, mission, & values, if applicable.
- Discuss university goals, mission, & values, if applicable.
- Review department and university policies, if applicable.
- Discuss timing and process of performance evaluation.
- Discuss relevant timelines (projects, learning curve), if applicable.
- Review department/division organizational chart.
- Discuss department/division, and/or university’s strategic plan.
- Discuss shadowing co-worker, if applicable.
- Ensure you have enrolled in benefits (some are legally limited to enrollment in first 30 days of employment.).

Training

- Discuss Learning & Development sessions available.

BSU Community (Additional resources are available in the BSU Employee Handbook)

- Athletics Events
- BSU Calendar of Events
- Campus Dining
- Campus Landmarks & Traditions
- Employee Quick Clinic - Health Center
- LA Pittenger Student Center
- Pruis/Emens, Planetarium, Museum, etc.
- Recreation Center Services
- Theatre and Dance Productions
- Working Well – Wellness

Muncie Community (Additional resources are available in the BSU Employee Handbook)

- Muncie Indiana Transit System (MITS) city buses
- The Village
Onboarding Follow Up— Watch for e-mails with surveys at these intervals:

- ☐ 21 days review.
- ☐ 6 Month Review – *Send agenda to employee before scheduled meeting*, if applicable.
- ☐ 1 Year One-on-One Progress Review – *Send Congratulations e-mail/note*. (This is not the same as the annual HR performance evaluation)

Other—specific to the department or job:

- ☐ __________________________________________________________________________
- ☐ __________________________________________________________________________
- ☐ __________________________________________________________________________