

Ball State University New Employee Onboarding Employee Checklist

Department _____

To be discussed on the employee's first day. 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 their department.

Before The First Day of Work

- BSU ID - Any questions, 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 350 on or before your first day of employment
- Email account & password

Basics:

- Attend New Employee Orientation
- Benefits enrollment – within 30 days from start date.
- Business cards, if applicable
- Coordinate with ongoing projects & assignments
- Review Employee handbook
- Job specific tour – work area & buildings
- Sign for keys, if applicable
- Office Hours
- Reporting worked or exception time on [Kronos](#)
- Review overtime policy, if applicable
- Security access
- [Self-Service Banner](#) Access
- Sick Leave Policy
- Vacation Policy/how to request
- Work place Do's & Don'ts

Are you essential personnel?

Discuss dress code.

Workstation:

- Phone/Voicemail
- Dept. IT - computer functioning first day
- List of Acronyms—including building codes
- Locker, if applicable
- Office supplies
- Office/Desk name plaque, if applicable
- Work Station Set up

Discuss work responsibilities/planning with supervisor:

- Department or team work plan, if applicable
- Individual work plan/goals—general understanding
- Job description/expectations
- Onboarding "Go-To" Partner
- Performance Evaluation plan/expectations
- Probationary period, if applicable
- Relative timeline (projects & learning curve)
- Shadow assigned individual, if applicable

University Information:

- [Campus Map](#) (download APP option available)
- Campus Tour
- [Emergency Alerts](#) – sign up for [text alerts](#)
- Emergency plans – building & university
- [MyBSU - Important Ball State links](#)
- Review [BSU Employee Guide](#)
- University mission & vision
- University policies – *see BSU website*

Training:

- [Learning & Development](#) Courses
- [Lynda.com](#) Access for tutorials

Department Organizational Overview:

- Compliance forms, if applicable
- Department customer service expectations
- Department goals mission & values
- Department strategic plan, if applicable
- Departmental policies
- Departmental systems & access
- Duo Authentication (two-factor) set up, if applicable
- Identify customers & contacts phone list & BSU online directory
- Department’s organizational chart

On-Boarding Follow Up/Check-In:

- First Week (complete survey)
- 30/45 days (complete survey)
- 90 days Progress Review (complete survey) – Use Progress Review Form to guide discussion, if applicable
- 6 Month Check-In
- 1 Year *One-on-One* (complete survey). This is not the same as the annual HR performance evaluation.

BSU Community

- [Athletics Events](#)
- [BSU Calendar of Events](#)
- [Campus Dining](#)
- [Campus Landmarks & Traditions](#)
- [Employee Quick Clinic](#) - Health Center
- [LA Pittinger Student Center](#)
- [Muncie Indiana Transit System \(MITS\)](#) city buses
- [Pruis/Emens, Planetarium, Museum](#), etc.
- [Recreation Center](#) Services
- [The Village](#)
- [Theatre and Dance Productions](#)
- [Working Well](#) - Wellness

Other—specific to the department or job:

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