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 the Employee Solution Center, Administration Building, Room G008 on or before your first day of employment.
☐ Check for an email in your personal email account from noreply@bsu.edu
☐ 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.).
☐ 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 UKG.
☐ Discuss probationary period, if applicable.
☐ Confirm the dress code for your area with your Supervisor.
☐ Discuss overtime/comp time policy, if applicable.
☐ Discuss sick leave policy.
☐ Discuss vacation policy/how to request.
☐ 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 the appropriate employee handbook. Handbooks are available online.
☐ Did you receive a list of key phone numbers, client phone lists, customers, & frequent contacts?

**If you need to request a leave of absence please contact the Leave Management Specialist at 765-285-1036. For a workplace accommodation, please contact the Assistant Director of Equal Opportunity and ADA Coordinator, at 765-285-5163.
The First Week

☐ Attend new employee orientation (Learning and Development Calendar)
☐ 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-Service Banner.
☐ Receive access to departmental systems: e.g. SciQuest, Argos, Banner, BDM, ChromeRiver, Slate, AIP, etc.
☐ Set up Duo (two-factor) authentication.
☐ Review department customer service expectations.
☐ Review university and departmental policies.

The First Month

☐ Discuss department goals, mission, & values.
☐ Discuss university goals, mission, & values.
☐ Review department and university policies.
☐ 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 a 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.
☐ Explore Udemy, Academic Impressions, and Shafer Leadership Academy.

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

☐ Athletics Events
☐ BSU Calendar of Events
☐ Campus Dining
☐ Campus Landmarks & Traditions
☐ LA Pittenger Student Center
☐ Emens, Planetarium, Museum, etc.
☐ Recreation Center Services
☐ Theatre and Dance Productions
☐ Working Well

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

☐ Muncie Indiana Transit System (MITS) city buses
☐ Muncie Community Schools
Onboarding Follow Up— Watch for e-mails with surveys at these intervals:
- 21 days review.
- 6 Month Review
- 1 Year One-on-One Progress Review

Other— specific to the department or job:

- __________________________________________
- __________________________________________
- __________________________________________