

New Employee Onboarding Supervisor 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

- Business Cards (*Order at least 1-2 weeks before start*).
- Create first-week schedule for the new employee.
- Send welcoming message to new employee before first day.
- Discuss dress code expectations for the office.
- Discuss office hours.
- Confirm status of the new employee BSU username and email account setup.
- Begin to schedule key meetings and training for new employee.
- Confirm security access/forms, if applicable.
- Workstation setup (Computer, phone, office/desk nameplate, supplies, files, lockers, etc.).
- Ensure office keys are available, if applicable.
- Order/create name tag, if applicable.
- Follow-up with new employee (email, call).
- Discuss with new employee that they have paid for [Parking](#).
- Confirm with UHRS new hire's orientation date, time, & location.
- Notify colleagues with new employee's start date and ask them to add the new hire to their email distribution list.
- If Applicable: Schedule the new employee for Bloodborne Pathogen Program training by emailing Brandon Clidence at baclidence@bsu.edu

The First Day

- Welcome the new employee. If you cannot greet the employee first thing, please have a plan in place
- Give new employee name tag, if applicable.
- Conduct face-to-face introductions of new employee with colleagues. Show location of colleagues' offices, break area, supply cabinet, bathrooms, etc.
- Confirm I-9 has been completed at the Employee Solution Center in AD G008 on first day of employment.
- Confirm employee has signed and dated the [IT Model Confidentiality and Information Access Agreement](#).
- Ensure new employee signs department compliance forms.
- Discuss the job specifics if the position is considered essential personnel.
- Walk through UKG & discuss employee's reporting of work/vacation/sick hours.
- Discuss probationary period, if applicable.
- Discuss overtime/comp time policy, if applicable.

- Discuss sick leave policy.
- Discuss vacation policy/how to request.
- Discuss work place expectations.
- Provide conflict of interest information, if applicable.
- Discuss emergency building plans.
- Sign for keys, if applicable, to new employee.
- Issue personal safety/protective equipment, if applicable.
- Discuss job description & expectations.
- Discuss individual goals/work plan.
- Confirm new employee has reviewed the employee handbook. Service employees receive their handbook in orientation. All other handbooks are available online.
- Identify customers & frequent contacts. Provide face-to-face or email introductions.
- Provide list of key phone numbers, client phone list & inform on how to use the BSU online directory.
- Optional: Consider taking the new employee to lunch.

The First Week

- Ensure new employee attends new employee orientation.
- Review calendar of major upcoming events and deadlines.
- Set 30-day priorities or on-the-job training.
- If the new hire has direct reports, schedule relevant meetings.
- Establish preferred method of communication: Stop by office, schedule a meeting, email, and/or phone.
- Introduce new employee to [MyBSU and Self-Serve Banner](#).
- Ensure new hire has access to departmental systems, *e.g. SciQuest, INB, Argos, BannerWorks, HR-TMS (PeopleAdmin), etc.*, if applicable.
- Set up duo (two-factor) authentication.
- Review department customer service expectations.
- Review university and departmental policies.
- Inform the employee of Ball State's [Employee Assistance Program \(EAP\)](#) along with how to access assistance for themselves or their employees.

The First Month

- Ensure employee is engaged with his/her work and team; and make any necessary adjustments to focus on maximizing employee satisfaction and contribution.
- Discuss how you want your new employee to prepare for your one-on-ones with you.
- Ensure the new employee has all necessary materials and is becoming familiar with the job, team and campus.
- Review department and university policies, if applicable.
- Discuss timing and process of [performance evaluation](#).
- Discuss relevant timelines (*projects, learning curve*), if applicable.
- Provide department/division organizational chart.
- Discuss department, division, and/or university's strategic plan.
- Discuss shadowing co-worker, if applicable.
- Review and clarify performance objectives and expectations after the first month.

Ball State University

- Be available to the new employee, as needed, both for impromptu or scheduled meetings.
- Meet at least once a week for the first 90 days. Spend quality, productive time with your new employee early on.

Training

- Discuss [Learning & Development](#) sessions available. Promote [Udemy](#) and [Academic Impressions](#).

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

- [Athletics Events](#)
- [BSU Calendar of Events](#)
- [Campus Dining](#)
- [Campus Landmarks & Traditions](#)
- [Student Center](#)
- [Planetarium, Theater and Dance Productions](#)
- [Working Well](#)
- [Campus Life](#)

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:

- _____
- _____
- _____