Onboarding Checklist for Supervisors

Congrats, you have a new person joining your team! We want to make sure you both start off on the right foot.
Please follow the timeline and make sure you address each item with your new hire.
If you have any questions, please contact one of our HR staff members at hroffice@NortheastState.edu.

Please Note: This checklist does not need to be submitted to HR as it is for your records.

Before Your New Hire's First Day

Paperwork:

- ☐ Confirm with Human Resources and/or your new hire that their pre-employment paperwork is complete.
- ☐ Fill out Computer Account Request Form, including any needed drive access and/or group email accounts

Prepare Office Space and Supplies:

In the week before your new hire's first day, be sure that they will have the physical supplies & digital access needed:

- ☐ Request any keys needed from Plant Operations
- ☐ Determine their office space
- ☐ See if their office space has necessary supplies: computer, printer, scanner, and misc. office supplies
- ☐ Determine what kinds of access they will need and make a plan for requesting it either before they start or during their first week. (See the Access Guide on HR's Employee Resources page for more information.)

Determine a Mentor/Trainer:

- ☐ Establish who on your team will be responsible for mentoring/training the new hire.

  This can be you or someone on your team as appropriate. If it is not you, involve this person throughout the onboarding process.

Coordinate Their First Day:

Contact your new hire a day or two before their first day to discuss the following:

- ☐ Regular work schedule, when and where to arrive, where to park, dress code, etc.
- ☐ Make sure they have and understand the campus map for reference.

Notes:

Your New Hire's First Day

On your new hire's first day, you should have a plan to get them acclimated to their office, their coworkers, their responsibilities, and the campus as a whole. If you are not able to do these things yourself, make sure an appropriate person from your team can do them in your place. Action items include, but are not limited to:

- ☐ Tour workspace/campus; meet team members
- ☐ Identify important office/campus spaces such as the closest fridge & coffee maker, lunch and break spaces, vending machines, etc.
- ☐ Give them keys to their office and any other areas of campus they may need access
- ☐ Obtain new hire's PC username and temporary password
- ☐ Confirm access to email, MyNortheast, Banner (if applicable), and any other computer systems
- ☐ Request additional access they need & add to any applicable Teams groups
- ☐ Help them set up their email signature and voicemail message(s)
- ☐ Discuss preferred name & format for business cards and/or name tag
- ☐ Request any necessary supplies, including business cards and/or name tag

Your new hire has a lot to learn, but you don't have to cover it all in the first day. Work with them to make a plan for their first week to cover the topics in the next section.

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Your New Hire's First Week

Orientation Materials:

Orientation information was sent to them in a "Your First Week" email that you were copied on; make sure they have time to review materials and address any questions or concerns they may have.

- ☐ Benefits New Employee Orientation (for full-time employees)
- ☐ HR New Employee Orientation
- ☐ Equity & Compliance Orientation
- ☐ Police Department Information & Rave Guardian App Tutorial
- ☐ Orientation Checklist – Employee should sign and return to Human Resources

MyNortheast

Walk your new hire through the following procedures in MyNortheast:

- ☐ Sign up for direct deposit (Procedure provided by HR in the "Your First Week" email)
- ☐ Complete W-4 (Procedure provided by HR in the "Your First Week" email)
- ☐ How to complete leave reports and leave requests (full-time employees) or time sheets (part-time employees)

*Payroll provides guides for these processes in the Payroll folder on the Forms Drive

Northeast State Website

Show your new hire the important parts of the Northeast State website.

- ☐ Sign up for text message alerts (via NeSCC Alert button at the bottom of the home page)
- ☐ Review the Employee Resources page for helpful information as a new employee
- ☐ Access the Directory
    - ☐ Email Emma McMullen to add the new hire's information to the Directory
- ☐ Access the Forms page & discuss relevant forms
- ☐ Your department's webpages and other pages they might reference for their position
- ☐ Organizational chart (Found within the Human Resources pages)
- ☐ Policies & Procedures Manual – review policies relevant to their position

Introductions

- ☐ Introduce new hire at bi-weekly Cabinet meeting
- ☐ Continue introducing them to others around campus as appropriate

Job Expectations and Meetings:

You should discuss your expectations for them in their role and establish a check-in procedure

- ☐ Review the new hire's job description and expectations of their role
- ☐ Schedule recurring check-ins with your new hire leading up to the six-month probationary evaluation (and the person mentoring/training them as appropriate)
- ☐ Review your division and/or department's regular meeting schedule and send them calendar invitations
- ☐ If appropriate, discuss the possibility of telecommuting and submit an Alternate Work Arrangement
- ☐ Discuss any blackout periods your office has for leave & expectations for requesting leave
- ☐ Determine the departmental and/or role specific training they may need such as:
    - ☐ Banner Training
    - ☐ Purchasing Card Training
    - ☐ FERPA Training
- ☐ Give space for the new hire to ask any questions about College policies, their role, or anything else.

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Your New Hire's First 30 Days

Check-Ins:

- ☐ Check in with them according to the schedule you determined in their first week.
- ☐ Make sure they have received their necessary training, if needed and able to complete within the first month.
- ☐ Make sure they are feeling acclimated to the campus and have been meeting others outside of your department as appropriate.

Performance Feedback and New Hire Input:

- ☐ Set a time to provide performance feedback to your new hire, during your check in time or otherwise.
- ☐ Let them provide suggestions for improvement in the onboarding process or in their job processes.

  They are bringing a brand-new perspective to this position, and it's important to value that perspective and see how your team can grow.

Your New Hire's First 30-90 Days

After your new hire's first month, they should be settling into a good routine in their new role. During this time, meet with them to discuss the following:

Evaluations:

- ☐ Provide performance feedback, identifying areas of success and areas for growth
- ☐ Review performance assessment process and cycle

Goals, Training, & Development:

- ☐ Complete required trainings (Title VI/IX Trainings, Safety Training)
- ☐ Identify professional goals (aka, individual objectives) for their first year of employment
- ☐ Discuss professional development opportunities

Networking:

- ☐ Schedule tours of all Northeast State campuses
- ☐ Attend quarterly New Hire Welcome Event (Human Resources will send the invitation for this event.)
- ☐ Discuss networking opportunities at the College
- ☐ Provide a list of individuals who may serve as resources

Notes:

Your New Hire's First 90-180 Days

This time period should be when your new hire begins to work more autonomously (as appropriate for their role); however, you should still meet with them regularly to discuss their progress.

Performance Feedback:

- ☐ Identify and address any performance issues as you see them. Do not wait for the probationary evaluation.
  - ☐ Reach out to HR if you have identified any performance issues so you can work on an appropriate action plan.
- ☐ Continue to discuss any suggestions for improvement your new hire has identified.
- ☐ Complete their six-month probationary evaluation.

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Your New Hire's First Year

Performance Feedback & Annual Evaluations:

- ☐ Review performance during their first year
- ☐ Discuss career goals
- ☐ Identify professional goals (aka, individual/unit objectives) for their next year of employment

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