BEFORE THE EMPLOYEE'S START DATE

Outcomes: *The employee finds a welcoming environment with knowledgeable colleagues and a fully equipped work station; new employees feel settled in by the end of their first day.*

Schedule and Job Duties

- [ ] Call employee.

- [ ] Confirm start date and time, location, parking arrangements, dress code, etc.

- [ ] Identify computer needs and requirements.

- [ ] Provide name of their onboarding buddy.

- [ ] Remind employee to complete any orientation tasks that are needed (bring information for I-9, insurance forms if applicable, etc.).

- [ ] Add regularly scheduled meetings (e.g., staff and department) to employee's calendar.

- [ ] Prepare employee's calendar for the first two weeks.

- [ ] Plan the employee's first assignment.

- [ ] Send insurance information and employee handbook.

Socialization

- [ ] Email department, team, and/or functional unit of the new hire. Include start date, employee's role, and bio. Copy the new employee, if appropriate.

- [ ] Set up meetings with critical people for the employee's first few weeks.

- [ ] Arrange for lunch with the appropriate person(s) or buddy for the first day and during the first week.

- [ ] Select the buddy.

- [ ] Meet with the buddy, and provide suggestions and tips.

- [ ] Arrange for a building tour.

- [ ] Send employee welcome video.

Work Environment

Assemble an informational packet from the department and include job description, welcome letter, contact names and phone lists, campus map, parking and transportation options, mission and values of the institute, background on your unit, etc.

- [ ] Clean the work area, and set up cube/office space with supplies.

- [ ] Order office or work area keys.

- [ ] Order business cards and name plate.

- [ ] Arrange for parking, if needed.

- [ ] Add employee to relevant email lists.

Technology Access and Related

- [ ] Order technology equipment (computer, printer, smartphone) and software.

- [ ] Contact IT to have the system set up in advance.

- [ ] Arrange for access to common drives, and coordinate password authorizations.

- [ ] Arrange for phone installation.

Training/Development

- [ ] Begin creating a 90-day learning and development plan.

- [ ] Arrange pertinent trainings required for the job.