



## College of Education Staff Onboarding Checklist – College & Department

Employee Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Position Number: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Pay Schedule: \_\_\_\_\_

Start Date: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Department Number: \_\_\_\_\_ Department Name: \_\_\_\_\_

Office Number: \_\_\_\_\_ Department Address: \_\_\_\_\_

LinkBlue ID: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_ Office Phone Number: \_\_\_\_\_

### PRE-EMPLOYMENT

#### Business Center Team

- Pre-Employment screening completed (University HR)
- I9 Completed (University HR)
- Enter assignment in SAP
- Send welcome email with LinkBlue ID and instructions
- Submit training plan – FI, HR, MM, and SLCM access
- Complete employee cost distribution (CDEM)

#### Staff Council

- Greet new hire on their first day or week of work with “Welcome” gift.

#### Information Technology

- Quote for computer equipment needed
- Add to college & department SharePoint
- Add to college & department Listserv
- Provide after hour access to building(s)

## Department/Supervisor

- Determine and organize office space
- Send employee work schedule, parking info, first day information
- Obtain set of keys for work area
- Label office mailbox/signage
- Order computer equipment

## FIRST DAY

### Department/Supervisor

- Introduce to department, give tour
- Review org structure, job description, mission, dress code, shredding policies
- Review security & emergency procedures
- Review pay schedule, deadlines, leave, supply needs
- Review LinkBlue, computer and IT support
- Process for requesting time off
- Adding/updating a [bio for the website](#)
- Headshots should be [scheduled by employee](#)

## FIRST WEEK(S)

### Communications

- Bio & contact information added to college and department website

### Human Resources

- If applicable, have holiday(s) loaded
- Create personnel file in Share Point

### Information Technology

- Bio & contact information added to college and department website
- Provide after hour access to building(s)
- Provide long distance access

Department/Supervisor

- Discuss evaluation process
- Set milestones for the first three months
- Provide employee with [Wildcard ID Form](#)
- Set up meetings to introduce new employee to various co-workers
- Set up office printer, shared emails
- Add to upcoming calendar invites.

## TWO MONTHS AND BEYOND

Fiscal Team

- Complete Travel Reimbursement Training as needed

Department/Supervisor

- Complete the 90-Day [End of Orientation Form](#)