

# Employee On-boarding Checklist

By Alex Strickland

## ☐ Pre-Arrival

- ☐ Confirm offer letter sent to new employee.
- ☐ Call or email to officially welcome the new employee.
- ☐ Provide new employee with a contact in the event of a question or issue.
- ☐ Create an on-boarding schedule for new employee.
- ☐ Assign on-boarding peer for new employee's first two months on the job.
- ☐ Contact Marketing and Communication office to order business cards, if applicable.
- ☐ Contact Administrative Services and Information Technology to set up computer, phone, log in password, and order office supplies.
- ☐ Provide the email account and password information to the new employee.
- ☐ Send an announcement via email to all other employees.

## ☐ Arrival

- ☐ Contact Administrative Services regarding parking options.
- ☐ Introduce to co-workers.
- ☐ Distribute assigned key and/or access card to office.
- ☐ Discuss procedures for scheduling time off and unexpected absences.
- ☐ Review work schedule, pay schedule and overtime policy.
- ☐ Review appropriate attire for workplace.
- ☐ Go over phones, fax, copier, office supplies.
- ☐ Provide computer orientation at desk.
- ☐ Give a department tour.
- ☐ Arrange a welcome lunch for new employee.

## ☐ Within First Week

- ☐ Obtain permanent parking permit.
- ☐ Review job responsibilities, competencies, and expectations.
- ☐ Review performance feedback and appraisal process.
- ☐ Review department's mission, strategy, values, functions, policies and procedures.
- ☐ Review emergency regulations.

- ☐ Provide health and safety training.
- ☐ Within First Month
  - ☐ Schedule weekly or monthly meeting to touch base with supervisor.
  - ☐ Overview of budget and finance procedures and policies.
  - ☐ Review and clarify performance objectives and expectations after the first month
  - ☐ Set up brief meeting with department's head.