

Supervisor - Onboarding Checklist

→ Before They Start

- After official acceptance of offer letter, confirm start date/time/location, and other pertinent information (e.g., who will greet them on their first day and dress code suggestions)
- Answer any questions the new employee might have at this time
- Send HR any documentation the new hire has completed (e.g., signed offer letter)
- Go to the Supervisor section of the *Onboarding Central* website and review the Supervisor Handbook, in preparation for your new hire

→ Prior to Arrival

- Follow instructions from HR advisor regarding new hire documentation
- Identify equipment needs and workspace requirements
 - Access to shared drives/add to relevant email lists and staff meetings
 - Email account
 - Computer hardware
 - U-Print card
 - Building access card
- Introduce the new hire to your team using the Welcome Email Announcement template
- Consider assigning a buddy and share your expectations for their involvement (e.g., job shadowing, making themselves available for questions, workplace tour, etc.)

→ New Employee's First Day

- Make yourself available to greet your new hire
- Prepare and review the onboarding plan (e.g., workspace tour, orientation, etc.)
- Introduce new hire to their “buddy,” if applicable, as an immediate resource for any questions
- Provide a high-level overview of the Onboarding Central website and encourage the new employee to become familiar with its contents:
 - FAQs
 - Employee Handbook & Policies
 - Payroll Calendar
 - Setting up payroll/direct deposit
- Review the website for your unit and discuss its goals, mission, and key stakeholders
- Ensure new hire is not left alone with nothing to do

→ **First Two Weeks**

Meet with your new hire to:

- Review position description/task objectives
- Discuss your training plan
- Share your performance expectations
- Ensure they understand key procedures (e.g., sick days/time off)

→ **General**

- Make yourself approachable, so they feel comfortable asking you questions!
- Schedule time to meet and:
 - Check in on their progress
 - Continuously clarify their role and responsibilities
 - Share your expectations and feedback
- Ask about learning goals and recommend relevant development opportunities (e.g., SKILLS21)
- Identify opportunities for them to connect with other co-workers