

Staff Onboarding Checklist

One week before start date

- ☐ Set up and test computer
- ☐ Request UNI
- ☐ Set up email account
- ☐ Create training plan
- ☐ Notify staff of new employee's start date
- ☐ Assign "mentor" or "buddy"
- ☐ Create schedule for first week

One day before start date

- ☐ Call employee to confirm start time and location
- ☐ Remind employee to bring identification to complete I-9 and tax forms
- ☐ Make sure that work station is organized

Employee's first day

- ☐ Show employee his or her workstation
- ☐ Provide computer access and account information
- ☐ Introduce employee to "buddy" and to co-workers
- ☐ Buddy to show employee around (break rooms, supplies, restrooms, etc.)
- ☐ Complete new hire forms
- ☐ Obtain ID card
- ☐ Provide schedule for next two weeks
- ☐ Provide overview of the department
- ☐ Go over training plan

First Week

- ☐ Go over policies and procedures
- ☐ Define roles and responsibilities
- ☐ Go over job description and expectations
- ☐ Enroll in New Hire Orientation
- ☐ Remind employee to enroll in benefits and complete harassment training within 30 days of hire
- ☐ Provide a department organization chart and a list of colleagues, clients, etc. for the employee to meet with

First 30 days

- ☐ Assign special project
- ☐ Discuss remaining training
- ☐ Follow up and answer questions
- ☐ Assess potential to succeed
- ☐ Provide informal assessment of performance

First 60 days

- ☐ Review training plan and revise as necessary

First 90 days

- ☐ Formal evaluation of performance
- ☐ Identify and communicate action plan for developmental opportunities
- ☐ Reiterate expectations