

Onboarding

Supervisor's Checklist

(Before the New Employee Arrives)

- Create a folder that includes an overview of expectations.
- Create a two-week schedule for new employee to complete all tasks and meet with different departments.
- Set up meetings with other Pro Staff within department to ensure streamlined schedule.
- Send new employee information to the Division of Student Affairs to be featured in newsletter.
- Make sure new employee manual is up-to-date.
- Make sure office keys are available.
- Set up NetID and email.
- Prepare for office tour.
- Request birthday, contact information, and t-shirt information for office files.
- Request fax/copier code from Administrative Assistant.
- Request access for the shared J drive.
- Make sure office number has been established.
- Provide a brief list of upcoming professional development opportunities.