



## **New Employee Onboarding Checklist for Managers**



Human Resources

# Preboarding (before the first day)

## Welcome the New Employee

- Call to congratulate, welcome, and answer common questions (parking, where to arrive, lunch options, etc.). Inquire on their preferred name, pronouns, etc.
- Email to confirm information provided via phone.
- Welcome announcement to department via email.

## Prepare Workspace and

## System Access

- Order required District name badges
- Identify workspace and order door sign, cubicle sign, etc.
- Provide / order supplies (pens, notes pads, etc.)
- Verify working phone / Identify Extension
- Verify working computer / Printers / Scanners
- Identify required network and system access and permissions

## Plan for Day 1

- Prepare the first day and first week plan.
- Review calendar to forward appropriate meeting invites.
- Schedule 1st / 2nd / 3rd probationary evaluation conferences
- Identify and assign department Buddy
- Identify training plan & schedule
- Identify relevant information to be reviewed (board policies, department procedures, etc.)



Human Resources

# Onboarding Day 1

## **Greet the New Employee**

- Meet the employee at the designated meeting location.
- Accompany to workspace, identify restrooms, breakroom, etc.
- Introduction to fellow team members.
- Welcome activity, if possible (breakfast, coffee, etc.).
- Tour and introductions to campus departments (manager or assigned Buddy).

## **Plan for Week 1**

- Encourage to ask questions
- Outline Week 1 schedule and plan



Human Resources

# Onboarding Week 1

## One-on-one Meeting

- Review responsibilities, work assignments, expectations, any necessary training, and, if the assignment is temporary, the length of the assignment.
- Review schedule for Week 1.
- Review probationary schedule and evaluation form.
- Discuss and outline training plan.
- Review procedures related to attendance, required breaks, overtime, etc.

## Training

- Schedule department and job specific training.



Human Resources

# Onboarding First 6 Months

## Probationary Evaluation

- Evaluation 1 (by end of second month)
- Evaluation 2 (by end of fourth month)
- Evaluation 3 (prior to completion of sixth month)

## Check-in

- Schedule regular check-in meetings (“1:1”) to receive and provide feedback on employee performance.

## Performance Management

- Notify Human Resources—Employee Relations immediately upon identifying performance and/or conduct issues



Human Resources

# Onboarding Month 7 through Year 1

## Professional Development

- Identify employee's interest for professional and/or career growth.

## One-on-one Meeting

- Maintain regular communication with employee identifying areas the employee is exceeding in the performance of their duties as well as where they may need to improve.



Human Resources