

Congratulations On Your New Employee!

Supervisor Onboarding Checklist - What to Provide

| <i>Pre-Arrival</i> | | | |
|---|--------------------------|--|--------------------------|
| Supervisor | | Department | |
| Contact new Employee on a monthly basis if start date is the following semester | <input type="checkbox"/> | Add individual to dpt. Webpage, emails, mailboxes, etc. | <input type="checkbox"/> |
| Contact new Employee 1-5 days PRIOR to Start Date | <input type="checkbox"/> | Send welcome letter | <input type="checkbox"/> |
| Welcome them and confirm start date, work schedule, attire expectations, parking for first day and discuss lunch arrangements | <input type="checkbox"/> | Create a welcome card or poster. Hang in work area | <input type="checkbox"/> |
| Coordinate for a Mentor and meet with them to prepare for a new individual (if applicable) | <input type="checkbox"/> | Order business cards, name tag and/or name plate | <input type="checkbox"/> |
| Organize a welcoming on employee's first day | <input type="checkbox"/> | Organize and prepare individuals work area | <input type="checkbox"/> |
| Schedule introduction meeting with colleagues etc. | <input type="checkbox"/> | Schedule any other training specific to Dept. | <input type="checkbox"/> |
| | | Coordinate final technology needs with Help Desk (phone, laptop, tablet, computer, etc.) | <input type="checkbox"/> |
| | | | |
| <i>First Day</i> | | | |
| Supervisor | | Department | |
| Be aware that employee may be at orientation at HR in the AM | <input type="checkbox"/> | Submit paperwork for key(s) to office/building | <input type="checkbox"/> |
| Assist with account activation (computer login/access) | <input type="checkbox"/> | Provide tour of department/building/campus | <input type="checkbox"/> |
| Job description review and performance expectations | <input type="checkbox"/> | | |
| Lunch and break schedule routines review | <input type="checkbox"/> | | |
| Meet department and colleagues (show work area/lunch break area) | <input type="checkbox"/> | | |
| Discuss department technology use | <input type="checkbox"/> | | |
| Provide time to review department & UW-Whitewater website | <input type="checkbox"/> | | |
| Go over New Employee checklist to answer any questions | <input type="checkbox"/> | | |
| | | | |
| <i>First Week</i> | | | |
| Supervisor | | Department | |
| Review Department Safety Plan | <input type="checkbox"/> | Driver Authorization form (If applicable) | <input type="checkbox"/> |
| Discuss how to report violations, hazards or work related accidents | <input type="checkbox"/> | Telephone procedure/policy | <input type="checkbox"/> |
| Discuss specific functions of department/ coworkers | <input type="checkbox"/> | Provide time to complete all needed trainings (have employee see "my learning path" | <input type="checkbox"/> |
| Discuss staff meetings & overview of any standing meetings individual should be involved in | <input type="checkbox"/> | | |
| Discuss confidentiality | <input type="checkbox"/> | | |
| Meet with employee to see how first week went - answer any questions | <input type="checkbox"/> | | |