 Departmental New Hire Checklist

## New Employee Information

**New Employee Name**: Click or tap here to enter text. **Employee Start Date**: Click or tap here to enter text.

## Before Employee’s Start Date

Complete hiring proposal in PeopleAdmin and submit to planning unit for approval.

For staff: approve official offer letter from University Human Resources; for faculty: send official offer letter.

For faculty: schedule for New Faculty Orientation.

If applicable, share information with employee about departmental or unit orientation.

Update finalists in PeopleAdmin to “Interviewed – Not hired” with appropriate reason code.

Contact finalists with official update.

Prepare office space and supplies for new employee (space, phone number, OHIO ID/email setup, etc.).

Share departmental/unit/campus resource and involvement information to employee.

Add pertinent meetings, events, and introductions with key contacts to new employee’s calendar; avoid orientation date.

Supervisor should clear schedule as much as possible for employee’s first day in the office.

## Employee’s First Days

If New Employee Orientation does not occur within 72 hours of start date (or if employee is non-benefits eligible and will not be attending orientation), employee should visit HR Service Center to complete I-9 and other new hire paperwork.

For Faculty: some academic units have additional paperwork to be completed by new faculty, including new Group III adjuncts. For more information, please contact your CFAO.

Employee should visit HR Service Center to obtain temporary parking pass. Standard parking pass will be issued during New Employee Orientation.

Employee should visit Bobcat Depot (located on the first floor of Baker) to obtain new faculty/staff ID.

Introduce new employee to staff. For key contacts, it is recommended that the supervisor facilitate a more detailed introductory meeting.

Review office space(s) including meeting rooms, kitchen, breakroom, etc. and protocols for each.

Review protocols for requesting/getting office supplies.

Review protocols for telephone/voicemail/email.

Review dress code, employee handbook, or any applicable work rules.

Review organizational structure and reporting lines.

Issue office keys and other applicable equipment (laptop, P-card, etc.)

Review emergency procedures.

Review closure/call-off procedures.

Schedule employee for any necessary training (e.g. Purchasing, Bobcats Who Care, performance management training, etc.).

Review relevant systems (access, procedures, etc.) such as Workforce, My Personal Information, Absence Management, etc.

Review current/upcoming projects with employee.

Engage in goal-setting conversation with employee.

Establish performance management check-in schedule with employee.

## Employee’s first weeks/months

Continue to have regular check-in conversations with new employee to discuss progress on short-term goals, new ideas, and questions.

Share new resources/involvement opportunities with employee as they become available.

Review onboarding website for ideas on holistic onboarding opportunities.

## Helpful websites:

* [HR Services](http://www.ohio.edu/hr)
* [Office for University Accessibility](https://www.ohio.edu/accessibility)
* [OHIO HR: Accessibility, Accommodations and Inclusion](https://www.ohio.edu/hr/resources/accessibility-and-accommodations)
* [University Culture](https://www.ohio.edu/hr/jobs/we-are-ohio)
* [Orientation: Welcoming New Employees and Onboarding: Engaging Employees](https://www.ohio.edu/hr/hire-manage/onboarding-steps-and-process)

For questions or concerns, please contact your [HR Liaison](https://www.ohio.edu/hr/resources/hr-support-employees).