 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).