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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.

Review onboarding website for ideas on holistic onboarding opportunities.

* <https://www.ohio.edu/student-affairs/onboarding>

Share information with employee about departmental or unit orientation including a timeline.

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

Schedule the new employee’s HR orientation date, ideally on the first day or within 72 hours of their first day.

Share departmental/unit/campus resources and involvement information with the employee.

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

Clear your own as much as possible for employee’s first day in the office to be a resource.

Inform the employee how to obtain their parking pass their first day through the HR Service Center. Share directions with the employee for how to get to the HR building, as well as where to park.

Send the employee a welcome note to share your team’s enthusiasm for them joining your team.

Determine and fill out the new employee hire checklist on the onboarding website, specifically assigning trainings the employee will need to complete.

## Employee’s first day

Remind all staff that the new staff member starts today and encourage them to be welcoming.

If New Employee Orientation does not occur within 72 hours of start date, employee should visit HR Service Center to complete I-9 and other new hire paperwork.

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

Go with the employee to visit Bobcat Depot (located on the first floor of Baker) to obtain new faculty/staff ID and to address and technical or access issues. If working remotely, please plan other alternative options.

Introduce the 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 share protocols for each. Share any staff allergies that could impact cleaning supplies, foods, scents, etc.

Help the employee enroll in multi factor authentication service

* [https://www.ohio.edu/oit/services/accounts/multi-factor/enroll](file:///C:\Users\makaylawesterfeld\Desktop\summer%202020\practicum\Practicum\-%09https:\www.ohio.edu\oit\services\accounts\multi-factor\enroll)

Help the employee set up their telephone, email, and voicemail. Discuss staff expectations for responding to all communication.

* <https://www.ohio.edu/oit/services/phones/voicemail>

Review protocols for requesting and getting office supplies.

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

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

Review current and upcoming projects with the employee.

## Employee’s first week

Work on getting to know the employee (How do they like to receive feedback, what is their comfort level with asking for help, how they celebrate important days like birthdays, what do they like about Athens, what do they need to feel more at home if they were not previously in Athens, ask about their family).

Share a brief history of the department and its philosophical foundations **with the employee.**

Schedule a time for a headshot/photo to be taken and added to the departmental website, along with a bio of the new staff member (if applicable).

* <https://www.ohio.edu/ucm/project-request>

Review with the employee the organizational structure and reporting lines within the division and DOSA

* <https://www.ohio.edu/student-affairs/sites/ohio.edu.student-affairs/files/sites/student-affairs/files/DOSA_Org%20Chart_05202020.pdf>

Review emergency procedures and give the employee a tour to show them all shelter in place locations, exit areas, and fire alarm gathering spaces. Discuss how to communicate during an emergency. Show the physical and digital copy of the location and review Business Contunity Plan.

Review closure and call-off procedures and expectations with the employee.

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

Ensure that the employee completes Human Resources online performance management training prior to goal setting / performance management

* [https://www.ohio.edu/hr/hire-manage/performance-management](file:///C:\Users\vogelm\Downloads\-%09https:\www.ohio.edu\hr\hire-manage\performance-management)

Work with the employee to set performance management goals and to develop a professional development plan.

Establish performance management check-in schedule with employee and add to outlook calendar.

Ensure the employee knows about Bobcats Helping Bobcats initiative and is familiar with all the resources available for students <https://www.ohio.edu/student-affairs/dean-of-students/bobcats-helping-bobcats>

## Employee’s first month

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

Give time to discussing department norms and encourage the employee to ask questions.

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

Facilitate initial and ongoing trainings:

**Employee’s First Semester**

Confirm that the employee has completed all training requirements

Discuss ongoing professional development needs and interests

Conduct a mid-year discussion about the employee’s performance based on their work

Encourage the employee to build and maintain connections with staff outside of the department and division

Encourage employee to review and pick at least one involvement opportunity - <https://www.ohio.edu/hr/additional-resources/employee-involvement>

**Required Trainings for Departments Job Duties**

Schedule employee for necessary trainings (e.g. Purchasing, performance management training, etc.).

**DOSA Required Trainings:**

HR: Performance Management sessions

Equity & Social Justice

We Care: Student Conduct & Staff Expectations

We Care: Sexual Assault Prevention & Education

We Care: Sexual Assault Support

Bobcats Who Care

Bridges: Building a Supportive Community