



New Employee Onboarding Department Checklist

While it is ultimately the responsibility of the supervisor to oversee, engage in and facilitate the success of new employees, onboarding new team members is a shared responsibility.

This checklist is designed to guide and facilitate new employee onboarding. Additional activities may be added, some of the tasks may be delegated to the work team, and a copy of the checklist can be shared with anyone who is involved in the onboarding process including new employees.

Employee: _____ Start date: _____

Supervisor: _____ P.A.: _____

Action, When	How (to do it), Resources that may help	Responsible Individual (Supervisor, Designee or Personnel Administrator)	Date completed
Prior to first day			
Welcome and planning phone call from supervisor		Supervisor	
Communicate first day "need to know" to new employee <ul style="list-style-type: none"> • dress code • directions, parking • work hours • lunch options (eating in, eating out) • where to go, who to meet, brief agenda for first day 	Utilize the VCU website for campus maps, building locations, parking options, and places to eat	Supervisor	
Set up <ul style="list-style-type: none"> • work station • computer • system/email/VPN access • telephone • access to electronic timekeeping system 			
Add new employee to department telephone list			
Email team/unit/department introducing new hire <ul style="list-style-type: none"> • name • position • background/bio • start date 			
Make a day-by-day plan for the first week. Ensure supervisor availability.			
Establish list of VCU and community stakeholders/colleagues to meet. Set up meeting times.			
Bonus: pre-load cell phone with contact information if required to carry a cell phone			
First day			

Action, When	How (to do it), Resources that may help	Responsible Individual (Supervisor, Designee or Personnel Administrator)	Date completed
Greet new employee, take new employee to meet everyone within the department and other staff with whom the new person will work closely		Supervisor	
Review agenda for the day	Use New Employee Welcome Aboard! Agenda	Supervisor	
Review the Employee Paperwork Checklist	Information and forms are on the HR website http://www.hr.vcu.edu/learning-and-development/new-employee-training/employee-onboarding/		
Review the Benefits Checklist	Information and forms are on the HR website http://www.hr.vcu.edu/benefits.html		
Allow time to complete employment paperwork			
Get VCUID & secure parking	VCU ID: http://vcucard.vcu.edu/getcard.html Parking: http://www.parking.vcu.edu/vcupark/FacultyStaff.htm		
Work station/telephone set up and personalization			
Plan lunch (supervisor and work team)			
Floor/building <ul style="list-style-type: none"> • tour • exits • discuss drills 			
Orient <ul style="list-style-type: none"> • bathrooms • food and beverages: coffee, water, lunch/eating options & locations, refrigerators, microwaves • office equipment and supplies • mailbox/services • personal belongings storage • building unlock/lock up procedures • first aid kit/fire extinguishers/other safety equipment 			
Confirm work hours, review agenda for rest of week 1	Use New Employee Welcome Aboard! Agenda		
First week (Days 2-5)			
Campus tour			
Review campus transportation, reciprocal parking, parking alternatives	http://www.parking.vcu.edu/vcupark/FacultyStaff.htm		

Action, When	How (to do it), Resources that may help	Responsible Individual (Supervisor, Designee or Personnel Administrator)	Date completed
Review job description			
Department orientation continues: <ul style="list-style-type: none"> • Organizational charts (dept, division, university) • Continue meeting colleagues • Review roles, responsibilities and important connections new employee needs to make with colleagues 		Supervisor	
Set expectations <ul style="list-style-type: none"> • communication with supervisor • information sharing (what, how often, with whom) • requesting and documenting time off/sick leave • confidentiality • customer service • Code of Conduct (ethics and values) • _____ • _____ • _____ • _____ 		Supervisor	
Establish regular supervision meeting frequency and times		Supervisor	
Set six month goals & objectives (consider probationary period for classified staff)		Supervisor	
Training <ul style="list-style-type: none"> • ensure employee registers for/completes training and assessments(required by position or department, supportive of goals and objectives). • discuss NEO-when it is, what to expect 		Supervisor	
Orient to web-based systems: <ul style="list-style-type: none"> • MyVCU • Employee self-service • Timekeeping/leave request • Policy library • Blackboard 			
Explain university wide/department communications <ul style="list-style-type: none"> • Telegram • President Rao and other emails from executive leadership • Dept communications 			
Provide relevant codes-office, account, long distance calling			
Provide relevant keys/access information			

Action, When	How (to do it), Resources that may help	Responsible Individual (Supervisor, Designee or Personnel Administrator)	Date completed
Ensure network access and show location of electronic files and documents Paper files, documents			
Review schedules: work schedule, holiday calendar, relevant meetings and schedule			
Review security & use procedures-IT, building, office			
Meet with unit/team to learn roles and responsibilities. Be sure to cover <ul style="list-style-type: none"> • Personnel Administrator • Timekeeper • all team members 			
Ensure new hire will have enough time to select healthcare benefits prior to 30 calendar days from start date			
Near end of week: <ul style="list-style-type: none"> • establish workload & projects for first several months • review Quest for Distinction and department goals • show how employee's work fits into Quest themes and department goals 			
Monitor flow of the first week. Allow down time for employee to read materials, explore website, complete online requirements, and reflect.			
Bonus: Plan lunch every day with individuals or groups the new employee should meet and know			
Bonus: Invite new employee to take advantage of the 30 day free trial gym membership. Offer to go as well!			
NEO			
Ensure attendance			
Debrief NEO			
Complete post-NEO survey			
30 days			
Solicit feedback from new employee <ul style="list-style-type: none"> • fresh ideas to improve processes and practices • creative ways to solve problems • relationship development with supervisor and team • training, support, resources to do their 			

Action, When	How (to do it), Resources that may help	Responsible Individual (Supervisor, Designee or Personnel Administrator)	Date completed
jobs <ul style="list-style-type: none"> • onboarding process • communication and information needs 			
Review progress towards 6 month goals and objectives			
Assign a short term (30 day) project			
Bonus: solicit observations from new employee about unit/team/dept/university culture. Start a culture conversation individually or with the team.			
Bonus: plan a team building exercise			
60 days			
During supervision, ask employee 15 questions (see checklist)			
Review training attendance, impacts and application			
Review progress towards 6 month goals and objectives			
Solicit feedback (see 30 days)			
Review & praise project outcome			
90 days			
Review training attendance, impacts and application			
Encourage employee attendance at Post NEO Meet & Greet			
Review progress towards 6 month goals and objectives			
Explore additional professional and personal growth/development opportunities <ul style="list-style-type: none"> • learning & training • committee/group involvement • networking opportunities • other 			
Six months			
Six month performance review			
First year			
Annual performance review			

New Employee Onboarding Department Checklist

Policies, Procedures and Training checklist

Employee: _____ Start date: _____

Supervisor: _____ P.A.: _____

Requirement, When	Date completed	Verified by
Prior to first day		
Safety Awareness Orientation video & quiz		
Welcome to VCU video		
First week		
All items on Required Policies & Training for Employees Checklist		
First month		
90 days		
Required training listed on Required Policies & Training for Employees Checklist		
Commonwealth of VA Position Specific Required Training		
Six months		
First year		