Departmental Onboarding Checklist
for SHRA and EHRA Non-Faculty New Hires

To ensure we acclimate our new employees in a strategic, thoughtful, thorough, and excellent manner, we have created this checklist as a resource for supervisors. Listed below are some items to take care of PRIOR to a new employee’s arrival. The second page includes information to review once the employee begins. Aggies Do!

### GETTING STARTED

- Put together welcome packet from the department and include: welcome memo, contact names and phone lists, and department specific information that might be helpful to the new employee.
- Clean the work area, and set up cube/office space with supplies.
- Order office or work area keys.
- Order business cards and name plate.
- Arrange for parking, if needed.
- Add employee to relevant email lists.
- Email department/team/functional area of the new hire. Include start date, employee’s role, and bio. Copy the new employee, if appropriate.
- Arrange for a campus tour.

### TECHNOLOGY ACCESS/RELATED

- Order technology equipment as needed (computer, monitor, etc.) and software.
- Contact IT department to have the system set up in advance of employee’s arrival.
- Arrange for phone installation.

### SUPPLIES NEEDED ON START DATE

- Ensure new hire has basic supplies ready on the first day: notebooks, pens/pencils, markers, small and large paper clips, stapler, tape, calculator, scissors, desk organizer, hanging file folders, manila folders, rubber bands, drawer organizer, post-it notes, etc.
- Order business cards in advance of start date

### CALENDAR

- Think about the employee’s first few weeks, and any important meetings they might need to attend. Reach out to the meeting organizers to inform them of new hire’s attendance.

### JOB SHADOW SET-UP

- Select appropriate personnel with whom the new employee should shadow. Arrange for a meeting during their first week.
- Review expectations with selected personnel in advance – determine/discuss essential items that need to be covered

### OTHER

- Add other information here:
### INTRODUCTIONS AND TOURS

- Give introductions to department staff and key personnel during tour.
- Tour of facility, including:
  - Restrooms
  - Mail rooms
  - Copy centers
  - Fax machines
  - Bulletin board
  - Parking
  - Printers
  - Office supplies
  - Breakroom
  - Coffee/vending machines
  - Emergency exits and supplies
  - Files

### COMPUTERS

- Hardware and software reviews, including:
  - Email
  - Intranet
  - Technical support
  - Microsoft Office
  - Data on shared drives
  - IT security
  - Databases
  - Internet
  - Dept. website

### DEPARTMENTAL POLICIES

- Review key policies.
  - Requesting sick time
  - Requesting vacation
  - Time and leave reporting
  - Emergency procedures/fire exits
  - Confidentiality
  - Dress code
  - Security
  - Safety plan/worker’s comp
  - Visitors
  - E-mail and Internet acceptable use

### ADMINISTRATIVE PROCEDURES

- Review general administrative procedures.
  - Office/desk/work station
  - Keys
  - Mail (incoming and outgoing)
  - Shipping (FedEx, DHL, and UPS)
  - Business cards
  - Inclement weather policy
  - Telephones
  - Purchase requests
  - Conference rooms
  - Picture ID badges
  - Ordering office supplies
  - Complete Property Clearance Form with employee

### POSITION INFORMATION

- Review initial job assignments and training plans.
- Review job description and performance evaluation template and standards.
- Review professional growth goals, short and long term.
- Review job schedule and hours.
- Review information about job shadowing: select colleagues with whom to shadow, and review expectations
- Review payroll timing/calendar, leave reports, how to access pay stubs, and related policies and procedures.