Mississippi University for Women
Office of Human Resources

Supervisor's OnBoarding Checklist

Helping a new employee get off to a good start makes a difference in the employee's job effectiveness and overall welcome feeling. The checklist below serves as a guideline and best practice for supervisors and managers to help orient new employees and to fully engage them.

Completing the checklist at the intervals noted below (Pre-Arrival, First Day, First Week, First Month, and 3 Month) will assist supervisors in helping new employees to become successful and effective. To enhance the communication efforts, it is important to involve the new employee by asking for feedback often. Asking questions of the new employee can help determine the level of understanding of policies and procedures.

Always address performance issues when they arise to avoid future issues that can be more detrimental to the new employee and the effectiveness of the department.

Employee's Name: ______________________________

Job Title: ______________________________

Department/Unit: ______________________________

Start Date: ______________________________

Date Completed	**Pre-Arrival Checklist**
	Categorize any remaining applicants who are not in the final Workflow State in PeopleAdmin. Once a position is filled, the system triggers the emails to all applicants who are in the Not Hired category. This needs to be done as soon as the hire is final with an approved background check.
	Prepare workstation/office set up (telephone, computer, office supplies, update "How To" desk manual, etc.).
	Once Hiring Proposal is approved in PeopleAdmin following the completion of the background check, confirm start date with new hire; inform new hire where to park and first day arrival time. Remind the new hire to bring employment eligibility documents (See page 5 of http://www.uscis.gov/files/form/i-9.pdf) and voided check if choosing direct deposit.
	Inform current staff at staff meeting or via e-mail of the new hire's start date and role.
	Allocate time to spend with new hire on first day.
	Order business cards, if appropriate.
	Prepare first day and first week agenda for new hire.
Date Completed	**First Day Checklist**
	Plan an official welcome and discuss the agenda for the first day (See New Employee Checklist (http://www.muw.edu/hr/employees/newemployee) .
	New hire must complete new hire packet in Human Resources (Shattuck Hall). Call ext 7222 to schedule a time.

	Explain structure of work area including MUW's organizational chart (http://www.muw.edu/ochart).
	Explain PS 3302 – Email is one of the main official communications of the University. http://www.muw.edu/images/admin/policy/PS3302.pdf
	Explain MUW policies, departmental policies and work rules to new hire http://www.muw.edu/hr/employees/handbook.
	Request emergency contact numbers and explain procedure if the employee has personal or family emergencies.
	Review emergency plan.
	Explain procedure for knowing when the University is closed due to weather or other unexpected situations. Sign up for W Alert: https://www.muw.edu/police/preparedness/walertsignup
	Provide a building tour including bathroom locations, emergency exits, etc.
	Explain telephone/fax system, voicemail (if available), and email system.
	Assist (personally escort employee, if possible) new hire with obtaining Employee ID (HR will tell new hire when this should be available), parking permit, and keys.
	HR generates Banner ID once the approved Hiring Proposal is complete in PeopleAdmin and the employee's biographical/ethnicity form is received. The forms are available on the HR forms link. http://www.muw.edu/hr/employees/forms
	HR Requests the email address for the new employee once the Banner ID is generated. ITS calls the employee to provide the email address.
	Consider assigning new hire with a "buddy" to assist with 1st month transition into department.
	Review the Information Security Policy in the Employment Handbook, http://www.muw.edu/hr/employees/handbook#informationsecurity as well as any departmental policies and procedures regarding security and appropriate use.
	Have employee complete the Confidentiality and Security Agreement. (Original to be maintained in the department and a copy to be sent to ITS.) http://www.muw.edu/images/admin/admin/hr/current/forms/confidentialityagreement.pdf
	Consider providing "A day in the life of ………" realistic preview of a typical day for the new hire's position.
	At the end of the first day, ask questions to determine employee's understanding and discuss everything from the day. Ask employee for feedback.
Date Completed	**First Week Checklist**
	Explain MUW's Strategic Plan and the departmental plan and how the employee's role fits.
	Provide the new hire with a copy of their job description, performance expectations, work start time, lunch schedule, and other guidelines.
	Explain 90-day performance appraisal policy in the Employment Handbook, http://www.muw.edu/hr/employees/handbook#performancereview.
	Explain workplace reporting structure (departmental organizational chart).
	Review department policies and procedures that apply to the employee's role (attendance and punctuality, dress, personal calls, lunch, mail, e-mail, internet access, overtime/comp time (if appropriate), time records/attendance/leave records, work schedules, p-card usage, travel including reimbursement policy,

	weather and campus emergencies, etc.).
	Introduce work for the employee to accomplish as a first assignment. Assist and coach as needed.
	Arrange meeting for new hire to meet w/next level supervisor (unit manager, dean, supervising cabinet member, etc.).
	Provide new hire with more details of departmental policies, procedures and practices.
	Provide new hire with a campus tour.
	Explain roles of key personnel (supervisor, team members, HR, University Accounting, etc.).
	Explain filing and mail systems.
	Inform new hire about regular scheduled staff meetings.
	Organize essential training.
	Ask questions to determine employee's understanding of policies and procedures and discuss any issues. Ask employee for feedback.
Date Completed	**First Month Checklist**
	Continue to clarify roles, responsibilities and expectations as needed and provide ongoing coaching and feedback.
	Schedule weekly/monthly update meeting as needed.
	Ensure that essential training has been completed or is scheduled to be completed.
	Ask employee for feedback.
Date Completed	**Three Month Checklist**
	Complete 90-Day Performance Review (email received from HR Info and to be completed in PeopleAdmin) and share with the employee. Employee will receive a link in PeopleAdmin to acknowledge in the system.
	Continue to clarify roles, responsibilities and expectations as needed and provide ongoing coaching and feedback.
	Ask employee for feedback.