



## **Onboarding Checklist**

- ✓ Have a Plan
- ✓ Involve your team in the onboarding process.
- ✓ Prepare your team regarding how you expect them to train or provide job shadowing opportunities to the new employee.
- ✓ Request any required computer programs, keys, and access prior to the employee's first day.
- ✓ Ensure the new employee's workspace contains basic office supplies.
- ✓ Add a [welcome sign](#) in the employee's workspace.
- ✓ Prepare a variety of assignments or training tasks for the employee to complete through at least the first week on the job.
- ✓ Allow for time to attend the Benefits Q&A session and All About ISU.

## **Make Introductions**

- ✓ Welcome and introduce the employee to individuals in your team/department.
- ✓ Encourage team interaction to make the new employee feel like an important, valued member of your department.
- ✓ Provide a tour of the building and/or a building map, identifying other departments that may be in your building as well as the locations of restrooms, drinking fountains, and break rooms.

## **Discuss Employee's Job Duties and Expectations**

- ✓ Provide the employee with a copy of their job description for their review and signature.
- ✓ Discuss the why, when, where, and how of the position and how their work relates to the department/division/ University.
- ✓ Explain the culture of the work environment and the information that the employee needs to know about the work environment that will make them more successful/comfortable.
- ✓ Inform the employee of the length of their probationary period, as well as when and how feedback/evaluations will be provided.
- ✓ Discuss the employee's work schedule, including core work hours, lunch/break times, academic and University closures, etc.
- ✓ Discuss any required travel procedures (on or off campus).
- ✓ Discuss how to check out a business permit or University vehicle (if applicable).
- ✓ Review your department's dress code.

- ✓ Inform the employee of their training schedule and who their primary trainer(s) will be.
- ✓ Review and provide a copy of applicable employee and University policies ([policy.illinoisstate.edu/employee/](http://policy.illinoisstate.edu/employee/)), such as:
  - Severe Weather ([policy.illinoisstate.edu/health-safety/5-1-10.shtml](http://policy.illinoisstate.edu/health-safety/5-1-10.shtml))
  - Appropriate Use of Information Technology Resources and Systems ([policy.illinoisstate.edu/technology/9-2.shtml](http://policy.illinoisstate.edu/technology/9-2.shtml))
  - Attendance and Punctuality ([policy.illinoisstate.edu/employee/3-6-18.shtml](http://policy.illinoisstate.edu/employee/3-6-18.shtml))
- ✓ Inform the employee of the procedures for requesting time away from work.
- ✓ iPeople ([hr.illinoisstate.edu/current/ipeople/](http://hr.illinoisstate.edu/current/ipeople/)):
  - Review the self-service section in regard to how to find paychecks, benefit accruals, etc.
  - Review the timesheet and how to record time.
  - Follow up with the employee during their first-time submission to be sure they understand.
- ✓ Provide the employee with their pay date schedule ([payroll.illinoisstate.edu/calendar/](http://payroll.illinoisstate.edu/calendar/))
- ✓ Inform the employee of any regular meetings they are required to attend (department, 1-1 meetings, team meetings, etc.).

## Review General Office Procedures

- ✓ Show the employee their workspace, discuss housekeeping procedures, and provide the employee with directions for ordering future office supplies.
- ✓ Provide the employee with a copy of the University Editorial Standards for University communications, email signature lines, logos, etc. ([universitymarketing.illinoisstate.edu/identity/editorial/](http://universitymarketing.illinoisstate.edu/identity/editorial/)).
- ✓ Provide an internal department phone list (if applicable).
- ✓ Review phone procedures, such as how to set up messages, internal/external/long distance dialing, and retrieving messages.
- ✓ If the employee has not already completed, remind them to visit Parking and Transportation to purchase a virtual permit, or they may purchase on-line at <https://parking.illinoisstate.edu/>, the Redbird Card Office for their University ID, and Facilities Management for keys.

## For Help, Contact Human Resources

- ✓ Supervisors and employees should contact HR for any questions or concerns related to employment, benefits, labor and employee relations, or HR systems:

**Human Resources**  
 101 Nelson Smith Building  
 Campus Box 1300  
 Phone: (309) 438-8311  
 Web: [hr.ilstu.edu](http://hr.ilstu.edu)  
 Email: [hr@ilstu.edu](mailto:hr@ilstu.edu)