Hiring Manager's Checklist for New Employee Onboarding

Pre-Arrival

Completed	Work Area - To Do:	Contact
☐	Ensure employee has signed their employment contract and returned it to Human Resources, along with any other required paperwork (benefits/credentials)	Human Resources x782
☐	Identify workstation or office	
☐	Establish computer, network, and telephone access (includes username and password(s), email set up, relevant programs/software on system, printer connections, telephone set up, add new employee to BU directory listing)	IT Services x767
☐	Order furniture and equipment if required and approved, office supplies, name plates, and business cards	Purchasing x706
☐	Order appropriate office keys and building access cards	Physical Plant x620
☐	Put together a department orientation package with reference materials (electronic or hardcopy) such as:	
☐	Briefing Notes (a brief report on the status of current projects, initiatives, and activities of your area)	
☐	BU Faculty/Staff Directory	BU Homepage (online)
☐	Contact Lists (department specific)	
☐	Voicemail Instructions	IT Services (online)
☐	Email Instructions/Assistance	IT Services (online)
☐	Frequently Used Forms (department specific)	
☐	Collective Agreement Employment Policies	Human Resources (online)
☐	Visual Identity & Standards	Communications (online)
☐	Direct employee to Ancillary Services for parking	Ancillary Services x761 or x394

Completed	Communication - To Do:	Contact
☐	Welcome email or letter to employee after offer is accepted; direct new employee to important information on the University website (i.e. policies, benefits information, etc.)	
☐	Provide contact info for onboarding partner and encourage new employee to ask questions prior to start date by email or phone	
☐	Call or email the new employee a few days before the start date to confirm the start date, time, location, parking if required, etc.	
☐	Notify co-workers and key contacts of start date	

Completed	General Support - To Do:	Contact
☐	Schedule times for the new employee to meet with key staff/faculty members	
☐	Assign an onboarding partner as an immediate resource for any questions and to help guide the employee's relationship building, knowledge attainment, and problem solving	
☐	Discuss the responsibilities of the onboarding partner with the selected candidate to ensure understanding of the role (choose an individual who is interested, positive, knowledgeable, and personable)	

Completed	Additional To Do Items:	Contact
☐		
☐		
☐		
☐		

Employee's First Day

Completed	To do:	Contact
☐	Make sure manager or designated staff member is present to greet the new employee	
☐	Introduce new employee to onboarding partner	
☐	Introduce new employee to other area/department members (or arrange small gathering to welcome the new employee)	
☐	Coordinate an office/campus tour (include location of printers, copier, fax machine, office supplies, incoming/outgoing mail, restrooms)	
☐	Meet with new employee to discuss job description (give copy), responsibilities, and initial expectations	
☐	Provide information on basic University and departmental procedures and practices (i.e. office/business hours, parking, safety, procedures, time and attendance reporting if applicable)	
☐	Review and explain online resources and/or tools (i.e. EmpCenter, Employment Policies)	
☐	Arrange for employee to speak with HR/Payroll if they have questions regarding benefits, direct deposit, etc. (details and forms are sent with Employment Contract)	Human Resources/Payroll x 782
	Provide new employee with:	
☐	√ keys and office building access cards	
☐	√ their contact info (phone #, fax #, email address, etc.)	
☐	√ their computer username and temporary password	
☐	√ voicemail and email instructions	IT Services Webpage
☐	√ link to the BU telephone directory	BU Homepage
☐	√ collective agreement or employee handbook	Human Resources (online)

Employee's First Week

Completed	To do:	Contact
☐	Ensure new employee and onboarding partner are meeting and establishing a productive relationship	
☐	Have meaningful work assignments ready for the employee so they can be productive immediately	
☐	Advise employee of schedule for meetings they will be required to attend (departmental or organizational)	
☐	Schedule meetings for the employee to meet with faculty or staff members outside of your department or area that they will be interacting with on a regular basis	
☐	Provide an overview of the department's function and team member responsibilities	
☐	Ensure employee understands how their role fits in with the organization's mission, values, and goals	
☐	Work with Communications Office to send out campus email introducing new employee to the campus	Communications Office x762

Before End of 30 Days

Completed	To do:
☐	Discuss employee's initial experiences and whether they match what the employee expected coming into the role
☐	Discuss any concerns or questions the employee may have
☐	Review progress toward initial goals
☐	Review progress on development plan
☐	Identify any additional job specific training needed
☐	Identify any upcoming opportunities to meet with key individuals

Before End of 90 Days

Completed	To do:
☐	Discuss experiences and how they match employee's expectations
☐	Review progress toward initial goals and adjust if necessary
☐	Discuss any concerns or questions the employee may have
☐	Provide feedback on employee's performance to date and invite feedback from employee
☐	Invite feedback from employee about the overall onboarding process and consider suggested changes