

Hiring Manager's Checklist for New Employee Onboarding

Pre-Arrival

Completed	Work Area - To Do:	Contact
<input type="checkbox"/>	Ensure employee has signed their employment contract and returned it to Human Resources, along with any other required paperwork	Human Resources 727-9782
<input type="checkbox"/>	Identify workstation or office	Physical Plant 727-9620
<input type="checkbox"/>	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 727-9767
<input type="checkbox"/>	Order furniture and equipment if required and approved, office supplies, name plates, and business cards	Purchasing 727-9706
<input type="checkbox"/>	Order appropriate office keys and building access cards	Physical Plant 727-9620
<input type="checkbox"/>	Put together a department orientation package with reference materials (electronic or hardcopy) such as:	
<input type="checkbox"/>	Briefing Notes (a brief report on the status of current projects, initiatives, and activities of your area)	
<input type="checkbox"/>	BU Faculty/Staff Directory	BU Homepage (online)
<input type="checkbox"/>	Contact Lists (department specific)	
<input type="checkbox"/>	Voicemail Instructions	IT Services (online)
<input type="checkbox"/>	Email Instructions/Assistance	IT Services (online)
<input type="checkbox"/>	Frequently Used Forms (department specific)	
<input type="checkbox"/>	Collective Agreement	Human Resources (online or hardcopy)
<input type="checkbox"/>	Visual Identity & Standards	Communications (online)
<input type="checkbox"/>	Direct employee to Ancillary Services for parking	Ancillary Services 727-9761 OR 727-7394

Completed	Communication - To Do:	Contact
<input type="checkbox"/>	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.)	
<input type="checkbox"/>	Provide contact info for onboarding partner and encourage new employee to ask questions prior to start date by email or phone	
<input type="checkbox"/>	Call or email the new employee a few days before the start date to confirm the start date, time, location, parking if required, etc.	
<input type="checkbox"/>	Notify co-workers and key contacts of start date	
<input type="checkbox"/>	Create a welcome sign, organize welcome gathering, and/or buy a card or small BU gift from Campus Bookstore	

Completed	General Support - To Do:	Contact
<input type="checkbox"/>	Schedule times for the new employee to meet with key staff/faculty members	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Employee's First Day

Completed	To do:	Contact
<input type="checkbox"/>	Make sure manager or designated staff member is present to greet the new employee	
<input type="checkbox"/>	Introduce new employee to onboarding partner	
<input type="checkbox"/>	Introduce new employee to other area/department members (or arrange small gathering to welcome the new employee)	
<input type="checkbox"/>	Coordinate an office/campus tour (include location of printers, copier, fax machine, office supplies, incoming/outgoing mail, restrooms)	
<input type="checkbox"/>	Meet with new employee to discuss job description (give copy), responsibilities, and initial expectations	
<input type="checkbox"/>	Provide information on basic University and departmental procedures and practices (i.e. office/business hours, parking, safety, procedures, time and attendance reporting if applicable)	
<input type="checkbox"/>	Review and explain online resources and/or tools (i.e. EmpCenter)	
<input type="checkbox"/>	Arrange for employee to meet with Human Resources if they have questions regarding benefits, direct deposit, etc. (details and forms are sent with Employment Contract)	Human Resources Room 337, 3rd Floor Clark Hall 727-9782
	Provide new employee with:	
<input type="checkbox"/>	✓ keys and office building access cards	
<input type="checkbox"/>	✓ their contact info (phone #, fax #, email address, etc.)	
<input type="checkbox"/>	✓ their computer username and temporary password	
<input type="checkbox"/>	✓ voicemail and email instructions	IT Services Webpage
<input type="checkbox"/>	✓ link to the BU telephone directory	BU Homepage
<input type="checkbox"/>	✓ collective agreement or employee handbook	Human Resources (online or hardcopy)

Employee's First Week

Completed	To do:	Contact
<input type="checkbox"/>	Ensure new employee and onboarding partner are meeting and establishing a productive relationship	
<input type="checkbox"/>	Have meaningful work assignments ready for the employee so they can be productive immediately	
<input type="checkbox"/>	Share information on unwritten practices and traditions (i.e. Casual Friday, bringing cake for employee birthdays, etc.)	
<input type="checkbox"/>	Advise employee of schedule for meetings they will be required to attend (departmental or organizational)	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Provide an overview of the department's function and team member responsibilities	
<input type="checkbox"/>	Ensure employee understands how their role fits in with the organization's mission, values, and goals	
<input type="checkbox"/>	Work with Communications Office to send out campus email introducing new employee to the campus	Communications Officer 727-9762

Before End of 30 Days

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

Before End of 90 Days

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