New Employee Onboarding Checklist

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| **Employee's First Day** |  |
| **Completed** | **To do:** | **Arranged by:** |
| [ ]  | Meet other area/department members | Hiring Manager |
| [ ]  | Take part in a tour of the office | Onboarding Partner |
| [ ]  | Meet with your manager to discuss job description, responsibilities and initial expectations | Hiring Manager |
| [ ]  | Meet with your manager to review University procedures and practices | Hiring Manager |
| [ ]  | Meet with Human Resources to discuss any questions re: benefits, direct deposit, etc. (OPTIONAL) | Hiring Manager, Human Resources |
| [ ]  | Review collective agreement or employee handbook |   |
| [ ]  | Ensure work area is set up as necessary: |   |
| [ ]  | √ Test out keys and building access card | Hiring Manager, Physical Plant |
| [ ]  | √ Note your contact information (phone #, fax#, email address, etc.) | Hiring Manager, IT Services |
| [ ]  | √ Log in to computer to ensure user ID and password are working | Hiring Manager, IT Services |
| [ ]  | √ Review the [New at BU?](https://www.brandonu.ca/helpdesk/staff/new-employee/) link provided on the IT Services webpage for assistance with voicemail, email, printing, borrowing equipment, saving your work | IT Services |
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| **Employee's First Week** |  |
| **Completed** | **To do:** | **Arranged by:** |
|  | Meet with onboarding partner to ask questions and learn more about departmental processes and practices For example: | Hiring Manager, Onboarding Partner |
|[ ]  * Accessing the faculty/staff directory,
 |  |
|[ ]  * Schedule for regular team or committee meetings,
 |  |
|[ ]  * Accessing regularly used forms,
 |  |
|[ ]  * Using the EmpCenter Time & Attendance system,
 |  |
|[ ]  * Review of BU visual standards
 |  |
| [ ]  | Meet with key contacts outside of your area whom you will be interacting with on a regular basis  | Hiring Manager  |
| [ ]  | Meet with staff one-on-one and as a group (if in a supervisory position) | New Employee |
| [ ]  | Attend upcoming New Employee Orientation sessions scheduled by Human Resources | Human Resources (invite will be sent out to employee) |
| [ ]  | Complete any required training (i.e. WHMIS, Online EmpCenter Tutorial) | Hiring Manager, Human Resources |
|  | Meet with your manager to: |   |
| [ ]  | √ Discuss how your role relates to the larger goals of your department and the University, as outlined in the *Academic Plan* |   |
| [ ]  | √ Establish goals in relation to job expectations and complete the planning stage for ongoing performance check-ins and evaluation |   |
| [ ]  | √ Discuss development plan for acquiring any necessary job specific skills and/or knowledge |   |
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| **Before End of 30 Days** |
| **Completed** | **To do:** |  |
|  | Meet with your manager to: |   |
| [ ]  | * Discuss your initial experiences and whether they match what you had expected coming to the role
 |   |
| [ ]  | * Review progress toward initial goals and on development plan and identify any additional job specific training needed
 |   |
| [ ]  | * Discuss any concerns or questions you may have
 |   |
|   | **\* 30/60/90 Day Check-in Questions Document can help to guide other items for discussion** |   |
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| **Before End of 90 Days** |
| **Completed** | **To do:** |  |
|  | Meet with your manager to: |   |
| [ ]  | * Discuss your experiences and whether they match your initial expectations
 |   |
| [ ]  | * Review progress toward initial goals and adjust if necessary
 |   |
|[ ]  * Receive feedback from your manager on your performance to date and you will have an opportunity to provide feedback as well
 |  |
| [ ]  | * Discuss any concerns or questions you may have
 |   |
|   | **\* 30/60/90 Day Check-in Questions Document can help to guide other items for discussion** |   |
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