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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