

New Employee Onboarding Checklist

Directions: This checklist is designed to assist the department with a new employee orientation process. Onboarding is a long-term process that begins before an employee's start date and continues for at least six months to a year. This checklist is organized chronologically to help Supervisors and Managers prepare for the arrival of a new employee. Once an employee starts, he/she can work together with the Supervisor and an onboarding mentor* to complete the checklist. The Supervisor may add additional activities that are specifically relevant to the new employee's position. The checklist may be adjusted to be used for internal transfer employees as well.

*An "onboarding mentor" is a mentor to the new employee who can assist in the onboarding process and be a "go-to" person as directed by the manager. It could be a peer within the same or related organization.

Pre-Arrival

- Print out New Employee Onboarding Checklist, review and customize
- Confirm offer letter sent to new employee either by Human Resources or department
- Call to officially welcome the new employee and to confirm start date and discuss materials they will need to bring with them on the first day (e.g. two forms of ID.)
- Provide new employee with a contact to reach out to in the event of a question or concern
- Inform them where to park on the first day
- Create an onboarding schedule for new employee
- Clean and prepare new employee's work space. (Make arrangements for cleaning, computer, phone, etc.)
- Set up office with computer, phone, file and any other resource that will be needed
- Send an announcement via email to the department and campus if applicable, announcing the new hire and start date
- Provide an instruction manual for any necessary software he or she will be using
- Order office supplies and name plate
- Organize a lunch for the new employee with members of the team or department for the first day

Arrival

1 st Day		Responsibility	
	Be present to welcome new employee. Take new employee to their worksite, i.e. office, cubical, work station	Supervisor	
Department Onboarding			
	Officially introduce new employee to members of the department and people in their work area	Supervisor	
	Provide time for new employee to meet with HR to review and complete all necessary new hire paperwork	Supervisor	
	If employee is benefit eligible, they will pick up a Benefits Packet and schedule their Benefits Orientation meeting with HR/Benefits.	Supervisor	

	Provide a welcome packet with vital information (discuss the following with new employee; job description/PQ, department contact names and telephone information, department org chart, college org chart, parking information, department and college's mission/vision	Supervisor
	Discuss procedures for scheduling time off, unexpected absences, inclement weather or other emergency procedures	Supervisor
	Discuss general appearance for proper work attire	Supervisor
	Provide keys or show how to use card to office and building (if applicable)	Supervisor
	Inform employee of procedures for building security (opening and locking up)	Supervisor
	Assign an onboarding mentor (should be a peer) for the first week to month to help with the transition and answer questions	Supervisor
	Give a department tour (place to hang coat, bathroom, water fountain, vending machine, pantry/kitchen, refrigerator, emergency exit, parking space, etc.)	Mentor
	Provide computer and phone orientation (computer sign-in, shared drives, email and voicemail) and provide telephone instructions.	Mentor
	Show employee how to sign-up for New Employee Orientation (NEO) and Anti- Harassment Seminar on HR webpage	Mentor
	Have employee sign up for the sun system to receive emergency notifications to their cell phone. https://www.skidmore.edu/apps/e2campus/	Employee
	Show employee where office supplies are kept and how to order office/desk supplies	Mentor
	Assist employee with getting their ID card and parking sticker for car on second day of employment	Mentor
	Arrange for someone in the department to take new employee on a campus tour Best if department colleague does this	Mentor
1 st \	Neek	
	Review in detail duties, responsibilities, competencies, expectations and explain how the employee's role fits in the work group and department	Supervisor
	Describe the department's strategies and goals and how they relate to the Campus goals	Supervisor
	Explain your own responsibilities and current priorities and how the employee's job supports them	Supervisor
	Discuss goals for the position (what defines success)	Supervisor
	Set up one on one meetings with other team members or small groups	Employee
	Limit paperwork exposure, give employee processing time to explore their new work area	Supervisor
	Plan the employee's first assignment/project so he/she has early success	Supervisor
	Provide a list of key employee's for the new employee to meet outside of the department. Assist in making initial introductions if appropriate	Supervisor
	If applicable, order business cards	Employee

1st Month

	Schedule and conduct regularly occurring one-on-one meetings	Supervisor		
	Continue to provide timely, on-going, meaningful "everyday" feedback	Supervisor		
	Continue introducing employee to key people and bring him/her to relevant events	Supervisor		
	Arrange for employee to take campus tour (if not already completed)	Employee		
	Ensure employee is signed up for required and suggested education and development programs	Supervisor		
	Invite employee to Skidmore wide events (such as the Community Coffee Hour, Networking Luncheon/Breakfast, Community Meetings etc.) and introduce him/her to others	Supervisor		
Thr	ee Months			
	Continue regularly scheduled one on one meetings to review project updates and answer any questions	Supervisor		
	Review issues or challenges and identify ways to resolve	Supervisor		
	Check on education and development status (New Employee Orientation, Anti- Harassment, etc.)	Supervisor		
	Meet for informal (verbal) performance "check-in"	Supervisor		
	Review essential duties and assign specific goals	Supervisor		
	Ask employee:			
	 What is lacking - education, development & training, tools, information etc. Their understanding/perception of how the organization operates Questions they have 	Supervisor		
	Suggestions and ideas they have			
	Ongoing conversation	Supervisor		
Six	Months			
	Conduct six month review prior to the expiration of probationary period, if applicable. If supervisor has concerns regarding a new employee's performance, please reach out to HR to investigate strategies to help new employee be successful	Supervisor		
	Continue to touch base, review performance standards, expectations, project updates and answer any questions	Supervisor		
	Continue to review issues or challenges and identify ways to resolve	Supervisor		
	Continue to provide regular informal feedback	Supervisor		
	Review the onboarding process with the employee - is it working well? What is missing?	Supervisor		
	Discuss and provide professional development opportunities	Supervisor		
First Year between Six and Twelve Months				
	Celebrate successes and recognition of employee's contributions	Supervisor		

	If appropriate, support and encourage employee participating on either a Campus committee or cross-functional team	Supervisor
	Solicit employee's feedback and suggestions on ways to improve the onboarding experience	Supervisor
	Discuss employee's professional development goals and identify relevant learning opportunities	Supervisor
	Annual Performance Review - Continue providing regular informal feedback; ask employee's performance feedback and provide formal feedback during the annual review process, if appropriate	Supervisor
Stra	itegy	
	Reduce isolation - create a list of contacts and facilitate the connection both professional and personal	

Be genuine in the process

Find out what the employee wants to gain from their employment experience at the College-what motivates them? What are their short and long term goals?

Establish trust & support

Once completed, this checklist should be signed by the supervisor/manager. A copy should be placed in the employee's file in the department with the original copy sent to Human Resources. Please contact Human Resources with any questions.

Employee Name (Please Print)

Hire Date

Job Title

Supervisor or Manager Signature

Date