![Skidmore College logo]

New Employee Onboarding Checklist

Directions: This checklist is designed to assist the department with a new staff member's 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 or faculty 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 by Human Resources
- [ ] 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
- [ ] Order office supplies and name plate

Arrival

1st Day   **Responsibility**

- [ ] Be present to welcome new employee. Take new employee to their worksite, i.e. office, cubical, work station — Supervisor

<u>Department Onboarding</u>

- [ ] 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
- [ ] Provide a welcome packet with vital information (discuss the following with new employee; job description, 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
☐	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) 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
☐	Have employee sign up for KRONOS, the online timekeeping system, once employee has signed up for Skidmore email address.	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

1st Week

☐	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 College 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 they have early success	Supervisor
☐	Provide a list of key employees 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 them 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 professional development programs	Supervisor
☐	Invite employee to Skidmore wide events (such as Staff Meetings, Networking Luncheon/Breakfast, In It Series etc.) and introduce them to others	Supervisor

Three 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 training and professional 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.   Supervisor
- Their understanding/perception of how the organization operates
- Questions they have
- 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

Strategy

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, checklist signed by the supervisor/manager. A copy placed into 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