



NEW EMPLOYEE ONBOARDING CHECKLIST

Supervisors will complete this helpful checklist with new employees.

Supervisor Name:	
Employee Name:	
Employee's Job Title:	
Date of Hire:	

Prior to Start Date:

Goals: To present a welcoming work environment with informed colleagues and a fully-equipped work space; new employees feel "settled in" on their first day

- Set up, clean, and prepare workspace (business cards, name plate, office supplies)
- Send e-mail to department welcoming the new employee
- Contact [CIT](#) to set up e-mail, account requests, banner, canvass etc.
- Obtain [keys and set up card access](#)
- Request phone line and set up voice mail [here](#)
- Receive supervisor packet from HR (Classified Only)
- Call employee to:
 - Ensure they have a scheduled benefits meeting with HR **(I-9 form must be completed on or before their first day of work)**
 - Confirm start date, time, location, and parking

First Day

Goals: The employee feels welcomed and prepared to start working; begins to understand the position and performance expectations.

- Be available to greet employee on the first day and introduce to other staff members
- Confirm with employee that they have completed their new hire paperwork and I-9 form with HR
- Confirm that employee has met with HR regarding benefits
- Take employee on campus tour
- Take employee to Blake A Room 108 for employee ID and Schrader Hall Rm. 19 for parking sticker
- Review job description, outline of duties and expectations.
- Discuss lunch protocol, restrooms, work schedule, submitting timesheets, requesting time off, and emergency call-in procedures
- Provide building specific safety and emergency information
- Discuss accident reporting procedures
- Ensure employee is in NY alerts at [geneseo.edu/NY-alert](#)
- Provide information on setting up e-mail, mygeneseo, google calendar and [voicemail](#)

First Week

Goals: New employee builds knowledge of internal processes and performance expectations; feels settled into the new work environment.

- Continue to provide timely, meaningful, and on-going feedback
- Within 30 days of hire, review and complete the employee’s performance program with the employee. Send signed performance program to HR
- Review the process related to the probationary period (classified only)
- Discuss evaluation and review process using monthly evaluation form and annual performance evaluation- CSEA found at www.geneseo.edu/hr/forms (classified only)

First Month

Goals: Provide compliance training and monitor orientation to the workplace

- Biz Library Training - New employees will receive emails from HR, please have employees complete the online trainings.
 - Haz/Com and Right to Know
 - Getting Real About Workplace Violence
 - Workplace Substance Abuse
 - FERPA
 - Child Sexual Abuse Recognition & Prevention
 - Sexual Harassment Prevention
 - Comprehensive Ethics Training Course
- Continue to provide timely, meaningful, and ongoing feedback
- Schedule conversations to “check in” with the new employee

Completed on	(Date)
Supervisor Signature	
Employee’s Signature	