

NEW EMPLOYEE ONBOARDING CHECKLIST

Employee Name: _____	Job Title: _____
Date of Hire: _____	Supervisor: _____

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

- Prepare workspace (keys, business cards, name plate, office supplies) Ordering link [here](#)
- Send e-mail to department welcoming the new employee
- Send completed [background check authorization form](#) to HR
- Contact CIT to set up e-mail, phone number, account requests, banner, canvass etc.
- Receive supervisor packet from HR (Classified Only)
- Call employee to:
 - Ensure they have received orientation folder from HR
 - Confirm start date, time, location and parking
 - Confirm they have a scheduled orientation date and time with HR

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
- Take employee to Blake A Room 108 for ID and Schrader Hall Rm. 19 for parking sticker
- Review job description, outline of duties and expectations
- Discuss lunch protocol, restrooms, work schedule, time-off/timesheets, coffee shops etc.
- Provide building specific safety and emergency information
- Enroll employee in SUNY alerts at geneseo.edu/NY-alert
- Take on campus tour
- Provide information on setting up e-mail, mygeneseo, google calendar and [voicemail](#)
- Escort employee to the Human Resources Office for orientation (I-9 completion)

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
- Review the process related to the probationary period (classified only)
- Review Performance Program/goals (professional employees only)
- Discuss evaluation and review process

First Month

Goals: Provide compliance training and monitor orientation to the workplace

- We Comply Training - New employees will receive emails from HR, please have employees complete the online trainings.
 - Haz/Com and Right to Know
 - Domestic Violence in the Workplace
 - Drug-Free Workplace
 - FERPA
 - Internal Controls
 - Reporting Child Abuse
- Continue to provide timely, meaningful and ongoing feedback
- Schedule conversations to “check in” with the new employee