## On-Boarding New Employees
Checklist for Supervisors

**Prior to the new employee’s first day:**
- Verify that there is a completed employment authorization on file.
- Request the new employee complete and submit a New Employee Packet and a Benefits Packet prior to their first day. (Send them the link to “Arriving Employee” web page, or a hard copy of each Packet)
- Confirm the agenda for the first day with the employee per the acceptance letter.
- Confirm with Human Resources that an arrival notice has been sent.
- Get the new employee’s workspace/workstation, phone, and computer set up.*

**During the employee’s first day:**
- Be available when your new employee arrives, and throughout their first day for any questions they may have.
- Introduce them to co-workers.
- Consider making lunch plans for their first day and invite co-workers to attend (optional).
- Take them on a tour of the work unit/building and the campus, to include:
  - Places to eat
  - ATM
  - Restrooms and Break rooms
  - Copy/fax areas
  - Health & Wellness Center (provide info about membership)
  - All other buildings relevant to their position
- Take them to HR to verify or complete the following:
  - Employee Information Form
  - Direct Deposit Form
  - W-4 Form
  - I-9 Form
  - Statistical Information Sheet
  - Payment plan
  - Payroll Packet
  - ID card
  - Meet with Benefits Manager regarding benefit elections
- Make sure they have the following:
  - Organization chart for the Department and Western Oregon University
  - Contact information for the Department and all other critical phone numbers
  - Campus map
  - Office/building keys *
  - Long distance code *
  - Time Sheet appropriate to their type of position
  - Information about parking permits
  - Office supplies; and how to re-order *
  - Business cards *
____ Confirm they can access the University’s web page and the online Employee Handbook appropriate for their type of position located on the HR website.

____ Show the employee how to use Portal, Wolf Web, Moodle (if applicable), the online Campus Directory, and other relevant functions on University’s website.

____ Explain the important procedures from Unit Handbook/Guidelines and critical University policies:
   o How to request time off
   o Who to call if they are sick or late
   o How and when they will be evaluated
   o Inclement weather policy; campus closure & late starts
   o Emergency procedures and building evacuation plan

____ Establish daily and weekly schedule (staff meetings, etc.); Break/Lunch times

____ Establish what is acceptable clothing/dress for their position.

____ Issue and discuss their Position Description and provide clarifications and answers to any questions they may have regarding job duties

____ Begin to plan On-the-Job-Training for their specific job

**During the employee’s first week(s):**

____ Consider assigning a mentor in the Unit/Department to provide support and answer questions.

____ Add them to the Department’s mailing list, contact list, webpage, organization chart, etc.

____ Schedule them to attend New Employee Orientation (NEO) through the Office of Human Resources.

____ Provide coaching to recognize and reinforce positive task performance and progress.

____ Provide counseling to redirect task performance or correct behavior where or when needed.

* If appropriate for the position