Supervisor New Hire Onboarding Guide

The following checklist is a guide recommended for you to complete for the time period from the very initial hire of a new employee through their first day into their first few weeks of employment. This checklist is a designed to support you and your employee, to accustom the new employee with your department and the university, and to affect immediate engagement of your new talent.

What is onboarding?

Onboarding is a series of events (including orientation) that helps new employees understand what it takes to be successful in their day-to-day job and how their work contributes to the overall university mission.

What are the goals of onboarding?

- **Prepare:** Getting the new employee the tools, and resources they need to be successful
- **Integrate:** Helping the employee understand and navigate the culture of the organization
- **Engage:** Increasing the speed for new employees to become productive members of their workgroup by arranging appropriate training and networking

What is your role?

As the supervisor, it is your responsibility to support the new hire throughout the onboarding experience. You are responsible for facilitating and guiding employees to acquire the necessary knowledge, skills, and socialization to become effective WSU team members. Additionally, you will need to ensure employees complete orientation and all required new hire documents.

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Employee Name:_____

Employee Phone:_____Email:_____

UID:_____Start Date:_____

Department:_____Supervisor:_____

Prepare (pre-boarding)

Complete all forms and prepare work environment, resources, and team members to create a smooth transition into WSU.

Task	Completed by:	Date:	Follow Up?
1. Schedule Employee Orientation			
DATE OF ORIENTATION: ***Sessions will be half-day (8:30am to 12:30pm) and will provide university information to new employees***			
2. Notify Employee of Orientation Date/Time/Place			
3. Update Information			
• **Organizational and departmental chart** • **Email address and phone list**			
4. Obtain Campus Access and Equipment			
• **Computer/Laptop setup** • **Network and phone access** • **Printers and scanners**			
5. Prepare Workspace			
• **Clean workstation** • **Provide office supplies** • **Order business cards, name tag/plate, uniforms**			
6. Create First Week Agenda (how employee will spend their time)			
7. Gather Resources (i.e. voicemail instructions, campus maps, point of contacts, etc.)			
8. Prepare Team Members			
• **Send introduction email to team members and other close working groups** • **Schedule team meeting to discuss new hire's role and responsibilities** • **Update internal phone list and email groups** • **Identify at least one member who is willing to act as a mentor/guide for the new employee**			

Integrate (First Week)

Welcome new employee to the team and ensure they understand the expectations, norms, protocols, and essential job duties.

Task	Completed by:	Date:	Follow Up?
1. Welcome the New Employee			
OREINTATION COMPLETED: Yes ☐ No ☐ ***If not, please reschedule until after orientation is complete***			
I-9 COMPLETED: Yes ☐ No ☐ ***Employee can't work until I-9 is completed and verified by HR***			
• **Review first week agenda** • **Have employee sign any forms required to obtain tools for their job** • **Share WSU vision, mission, and strategic plan** • **Gather emergency contact information**			
2. Review Work Responsibilities and Assignments			
• **Provide and review position description** • **Discuss employee's role to the team** • **Explain key work assignments** • **Provide job assistance point of contact** • **Review quality standards** • **Share standards of conduct** • **Explain performance evaluation process** • **Provide list of required trainings**			
3. Explain Work Policies and Protocols			
• **Department dress code** • **Parking and ID card** • **Computer use policy** • **Telephone and cell phone etiquette** • **University policy:** *https://policy.wright.edu/* • **Kitchen/Breakroom protocol** • **Access/Security** *(ie locking offices, desks, cabinets)* • **Mailbox and filing** • **Records retention** • **Online employee handbook and department specific policies**			
4. Explain Work Schedule Procedures			
• **Provide work schedule** • **Share time-off request procedure** • **Enroll in inclement weather procedure: WSU Alert Me** *http://www.wright.edu/police/emergency-preparedness/stay-informed/university-emergency-notification-system-wright-state-alert* • **Review online timesheet completion/leave reporting, and submission process** • **Give instructions regarding Overtime/Comp time** • **Share expectations about meals and breaks** • **Provide payroll and holiday schedule**			
5. Introduce Work Environment			
• **Provide organizational chart** • **Provide team contact list**			

Task			
• Provide campus maps • Provide keys and access codes • Review emergency evacuation procedures • Obtain parking pass • Obtain WSU ID			
6. Give Office/Building Tour			
• Introduce co-workers and teams and explain their work relationships and roles • Locate workspace, restrooms, breakroom, office supplies, emergency exits, etc.			
7. Help Employee Set-Up Workspace *(Desk/workspace, Voicemail, email, etc)*			
8. Introduce Banner/Wings			
• Update personal information *(address, phone, email, emergency notification, two-factor auth)* • Review employee services *(leave balances, pay stub, timesheet)*			
9. Complete Required Training			
• Prevent Sexual Violence Together • Prevent Discrimination and Harassment Together			
10. Give an Initial Work Assignment			
11. End of Day Follow Up Meeting			

Engage (Months 1-6)

Provide robust training, exercises, and networking opportunities to ensure successful WSU employment.

Task	Completed by:	Date:	Follow Up?
1. Provide On-The-Job Training			
• Safety • Software/Programs • Phone/Computer use • Work processes • Other:			
2. Plan Activities with Co-Workers/Peer Partners *(job shadowing, lunch, coffee, building/campus tours)*			
3. Integrate Employee into Planned Meetings			
• Individual one-on-one meetings • Departmental or staff meetings			
4. Attend Campus-Wide Event(s)			
5. Meet with Employee's Mentor *(Discuss progress, challenges, improvements etc)*			
6. Meet with Employee			
• Review agenda and training plan • Check on work progress and answer questions • Review employee role and responsibilities • Review communication and work expectations • Create development plan			
7. Schedule Monthly Follow-up Meetings *(including 6-month performance eval)*			