

New Employee Onboarding Checklist for Supervisors and Hiring Team

The Hiring Team (hiring supervisors, managers, and administrative assistants) plays a critical role in planning and implementing the onboarding process for new employees. Your efforts to onboard your new employee and align their role with department and university initiatives can improve new employee engagement and drive retention.

Onboarding is more than just planning for your new employee's first day. It encompasses the entire [onboarding online process](#), which is why we need to prepare and plan ahead. The following checklist is meant to be used as a general onboarding guide for the hiring team. Your specific school, area, or department may have additional orientation guidelines. Confirm and follow any practices or procedures unique to your area.

Pre-Arrival | *Communication is Key!*

- Use this New Employee Onboarding Checklist. Review and customize to your department's needs.
- Call to officially welcome your new employee to UNCW after confirmation of acceptance. Use this [phone call template](#) to guide your conversation. Send all this information in a follow-up email, too.
- Provide your new employee with the name, email and phone number of who to contact if they have a question or if an issue comes up before their first day. Also, be clear about how and when to contact you if they have any problems getting here on their first day.
- Make sure everyone is ready to welcome your new employee by sending an announcement via email to your department introducing your new team member and start date.
- _____
- _____
- _____

Preparing for First Day | *Complete before your new employee's first day.*

- If your employee is going to use a computer as part of their job, make sure a computer is available and in proper working order. Contact a purchasing agent in your area if a computer needs to be replaced or updated.
- Call or email your building tech assistant to set up the existing or new computer/workstation.
- Call or email your departmental Leavekeeper of your new employee's start date and classification. Schedule a training session for new employee with leavekeeper during employee's first week.
- Identify what access to campus systems and applications are needed by your new employee and start the process of getting those in place. [Click here](#) for Banner Access forms and instructions.
- Enter a TAC Help ticket in the ITS request system ([teamdynamix](#)) to set up phone and have a phone number assigned to them.
- Check with your departmental key auditor to make sure keys are ready for employee's first day.

- Ensure work space is clean and has needed supplies.
- Verify correct [building access](#) is granted.
- Prepare a schedule for the employee's first week. Include time for Onboarding Online's [First Five Days](#) and any other training that can be completed, as well as meetings with the supervisor, teammates, and leave keeper.
- Plan a welcome activity for new employee with your department (morning coffee with the team, welcome huddle before lunch, team meeting, etc.)
- Make any accommodations necessary under the [Americans with Disabilities Act \(ADA\)](#) if appropriate.
- Order name tag, business cards, and/or door name plates through [Printing Services](#).
- Print a ["Welcome" sign](#) to put in the new employee's workspace or a departmental bulletin board.
- Create Welcome Packet. This might include:

<input type="checkbox"/> Organizational chart (dept. and campus)	<input type="checkbox"/> First 30/60 Day Work plan
<input type="checkbox"/> Phone listing/Contact info for department	<input type="checkbox"/> Printouts or URL's of specific policies
<input type="checkbox"/> Schedule for first week	<input type="checkbox"/> Campus/building map
<input type="checkbox"/> Emergency Contact Info Sheet for dept.	<input type="checkbox"/> Department policies & expectations
<input type="checkbox"/> Fire and Emergency Evacuation plan	<input type="checkbox"/> Confidentiality agreement (if applicable)

First Day | *Help your employee feel welcomed and informed!*

- Supervisor welcomes employee upon their arrival.
- Show them their workspace and introduce them to the department team.
- Meet with employee and discuss items in the Welcome Packet and go through the [New Employee Questionnaire](#).
- Review [Onboarding Online process](#) with new employee.
- Take time to discuss work schedule for the week, pay schedule, process for reporting sick leave and time off requests.
- Assign keys.
- Arrange lunch with new employee and members of department or supervisor.
- Give a department/building tour (place to hang coats, restroom, water fountain, vending machines, break room/kitchen, emergency exits, parking...)
- Make sure your new employee can log into their computer and give a quick computer orientation (shared network drives, Outlook, MySeaport, SeaNet, SharePoint, department website...)
- Don't forget to show them where everything is and how to use them if applicable (phones, fax, copier, office supplies, recycling, mailbox...)
- Give your new employee instructions on how to [set up their voice mail](#).
- _____
- _____
- _____

First Week | *Complete within your new employee's first week.*

- Confirm that employee has Benefit Orientation and New Employee Welcome Seminar on their calendar.
- Review job description, competencies and expectations.
- Check the [UNCW online directory](#) to see if your new employee's information is correct. If not, enter an HR update online, contact your HR liaison, or email hrsearch@uncw.edu.
- Update your departmental website to include your new employee's information and photo.
- Review department's mission, strategic goals, values, policies and procedures and safety plan.
- Assign first project/tasks.
- Meet with the administrative support person responsible for office management, who can provide helpful information on office procedures.
- Let your new employee know the best way to communicate with you and see if they have any questions.
- Go over department leave policies (sick, vacation, community service, extra hours worked). Work with departmental leave keeper to train your new employee on how to use their leave report.
- Follow-up to see if your employee has any questions about the [First Five Days](#).
- _____
- _____
- _____

First Month | *Complete within your new employee's first month.*

- Check with your new employee to see if they completed benefits/retirement enrollment. Encourage them to make an appointment with their HR benefits counselor if they have any questions.
- Establish goals and set expectations for formal and informal feedback.
- Discuss how employee's performance will be evaluated and the timing for the evaluation.
- Ensure employee has opportunities to meet with key people both inside and outside the department.
- Check on status of scheduled trainings and pending accesses.
- Follow-up to see if employee has questions about [New Employee Orientation Gone Virtual](#).
- Work with leave keeper to make sure employee has correctly entered their first leave report.
- Confirm that employee received their first paycheck. Contact payroll@uncw.edu with any questions or concerns around direct deposit/pay.
- _____
- _____
- _____