

SUPERVISOR'S CHECKLIST FOR ONBOARDING NEW EMPLOYEES

PRIOR TO FIRST DAY

- An electronic PAF form will be generated by HR for positions posted and hired through PeopleAdmin. The supervisor should create paper PAFs for all other new hire/rehires.
- Ensure background check is clear and new hire paperwork has been submitted to HR. [Forms](https://www.udayton.edu/hr/employee_resources/hrforms.php#new_hire_employment) are available on the HR website at https://www.udayton.edu/hr/employee_resources/hrforms.php#new_hire_employment
- Communicate with new hire about the details of the first day. If your new hire has completed all new hire paperwork including a Form I-9 prior to the first day, then s/he will not need to visit HR on the first day.
- Computer – To reimage current hardware, contact Udit at 229-3888 / To order new hardware, contact Purchasing at 229-2681. *UDRI - Contact the Research Information Technology Office (RITO) 229-2700.
- Phone/Voice Mail – Contact Telecommunications at 229-3888 (allow up to 10 business days for a new phone to be installed). Refer to phone/voicemail instructions in UD phone book.
- Office Keys – Contact Public Safety by phone at 229-2121 or online at https://www.udayton.edu/publicsafety/safety_and_security_key_control.php
- Once HR has received all new hire paperwork and a clear background check, the new hire can obtain his/her ID card and network password (HR must have this information at least one week prior to the start date. Supervisors should direct new hire to:
 - Identification Card – Visit the ID Card office in the Powerhouse building, 1st floor.
 - Network Password – Visit Udit Service Center (028 Anderson Hall) or if he/she is a remote hire, call 937-229-3888.

FIRST DAY

- Meet and greet new hire on first day.
- Introduce new hire to department staff and invite him/her to lunch.
- Accompany new hire to pick up ID, parking pass, account information or complete HR paperwork (if applicable).
- Inform new hire about the New Employee's Resources website: http://www.udayton.edu/hr/employee_resources/new_employee_resources.php
- Parking Permit – A new hire can obtain a parking permit if needed. Parking website: <https://www.udayton.edu/publicsafety/parking> or call 299-2128.

FIRST WEEK ON THE JOB

- Review job description with new hire clarifying position, role, responsibilities and physical requirements.
- Provide expectations in terms of job performance and explain the performance management process to the new hire.
- Set up safety training (if applicable) and provide opportunities for training on specific software, materials or tools.
- Provide a tour of the building, review general administrative procedures and critical, relevant policies.

FIRST MONTH ON THE JOB

- Provide information on division/department structure (i.e. vision, mission, values and structure).
- Describe roles and responsibilities of department in overall organization.
- Follow up with new employee several times throughout the first month.

ONGOING...

- Assist employee with networking and developing relationships both inside and outside the department.
- Continue to provide training as necessary.
- Set up weekly meetings to follow up with new employee to answer questions and address or remove barriers.
- Provide opportunities for new employee to learn and develop professionally in his/her role.
- Supervisor meets with employee to review expectations and evaluate performance regularly.