

New Employee Checklist for Supervisors

The Onboarding process is designed to make new employees feel welcome, provide a smooth transition, orient them to their new position, and familiarize them with the culture of Salisbury University. This checklist is intended to assist the department and supervisor with preparing for the arrival of a new employee. Refer to the following as a guide – not all information will be relevant for all new employees. Additional information may be needed depending on role.

❖ Before the Employee's First Day

- Confirm all original signed new hire paperwork has been completed and returned to HR
- Confirm new hire has contacted HR regarding completion of Benefits forms and mandatory retirement selection
- Confirm new hire has contacted HR to set up an appointment preferably before their first day to complete the I-9 form and any outstanding paperwork
- Provide new hire with instructions to visit Cashier's office (HH219) to obtain a temporary 30-day parking permit prior to their first day. They will need to bring vehicle registration and ID. Confirm which lot they should park in on their first day of work.
- Hiring Department must schedule CJIS Fingerprinting appointment for new hire: [Fingerprinting Booking](#). Confirm with HR background check results prior to new hire start date.
- Order any relevant equipment (computer, keys, safety equipment, etc.) and furniture needed for the workspace
- Prepare workspace for new hire including basic supplies needed for their job (office supplies, tools, etc.)
- Order nameplate and business cards if applicable
- Arrange access with IT for computer ID's, passwords and access to shared drives
- Add new employee to distribution lists
- Prepare reading material (SU mission, values, org charts)
- Prepare a first week agenda with meetings and tasks to include a meeting with the immediate supervisor and introductions to colleagues
- Review dress code or uniform policy with new employee
- Inform new hire where and what time to report on their first day
- Arrange for team member/supervisor to meet with and/or take new employee to lunch on first day
- Prepare position-specific orientation checklist and training plan

❖ On the Employee's First Day

- Tour of Campus
- Introduce colleagues and work space
- Review position-specific orientation checklist/training plan, including first week agenda
- Review work schedule and breaks

- Assist new employee in obtaining an ID card (Gull Card), and door access as needed [Door Access Information](#)
- Assist new hire in obtaining an employee [Parking Permit](#) and review parking options
- Ensure employee is able to log on to email and GullNet (using information supervisor received via email), including review of Acceptable Use Policy, and provide suggested email signature style
- Provide training on the phone system, including remote voicemail setup [Using the SU Voicemail System](#)
- Review campus/department/building emergency notification procedures, safety and security
- Review all mandatory online training to be completed

❖ During the Employee's First Week

- Direct to helpful information on SU/HR/Departmental websites
- Review job duties (PI/PD), expectations, probation period and PMP
- Review an organizational chart, SU mission and values
- Review inclement weather policy
- Review the functions of the department, units within and individuals
- Review time entry procedures and timing/delivery of first paycheck
- Explain the process for requesting time off, including call-out procedures
- Assign LinkedIn Learning video: [How to Succeed in the First 60 Days](#) (if applicable)

❖ 30-Day Checklist

- Clarify roles, responsibilities, and expectations as needed and provide ongoing coaching and feedback
- Ensure that any required training has been completed and/or scheduled
- Schedule weekly/monthly update meetings as needed

❖ 60-Day Checklist

- Conduct "check-in" meeting to ensure employee is on track with projects, tasks, goals, etc.
- Continue to provide feedback and/or coaching as needed. For any concerns with performance, please contact your department's assigned HR Administrator.
- When appropriate, encourage employee to participate in programs offered by SU, such as training, professional development, and other campus initiatives.