

# New Employee Onboarding Checklist



**Welcome to Salisbury University!** The onboarding process is designed to make you feel at home and excited about your new role here at SU. We want to ensure that your transition is smooth and that you quickly become immersed in the wonderful culture that makes our community so special.

This checklist is a helpful tool for our departments and supervisors to create a warm welcome for you, like rolling out the red carpet. Use it as a guide to prepare for your arrival and to ensure you have everything you need to get started.

Keep in mind that not every point will apply to your specific role, so feel free to personalize your experience. Some positions may require additional support and information, and that's completely normal. Our goal is to make your onboarding journey not only informative but also enjoyable and memorable. Welcome to Salisbury University, were glad you're here!

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## BEFORE YOUR FIRST DAY

### Complete Your Paperwork

Get all your original signed new hire paperwork submitted—you're one step closer to joining the Sea Gull Flock!

### Schedule Your Appointments

Confirm your visits with Fingerprint Services and Human Resources on the same day!

- CJIS Fingerprinting appointment for new hire Fingerprinting Booking  
Fingerprint Services • 410-548-2900 • 1100 Power Street • East Campus Complex, SU Police
- Human Resources. [humanresources@salisbury.edu](mailto:humanresources@salisbury.edu)  
Complete paperwork and benefits/retirement enrollment.  
Holloway Hall Suite 153 • 410-543-6035 • 1101 Camden Ave. • Park in visitor parking

### Pack Your ID

Make sure you **bring 2 forms of acceptable ID** – you're ready to shine!

### Make Your Workspace Welcoming

We encourage you to have a friendly face to look at! Feel free to bring a few pictures of family or friends to keep at your workstation. Please keep it work appropriate.

### Familiarize Yourself with the Dress Code

Know what to wear to feel comfortable and confident in your new role.

### Know Where to Report

Confirm with your manager the time and location for your first day!

### Review Parking Information

Check out Parking Services for setting up your parking pass under Guest parking until your employment documentation is complete.

- [salisbury.edu/parking](http://salisbury.edu/parking)
- [parkingservices@salisbury.edu](mailto:parkingservices@salisbury.edu)
- 410-543-6338

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## ON YOUR FIRST DAY >

- Meet Your Supervisor**  
Arrive at your designated location to meet your supervisor or a designated team member.
- Get Settled**  
Your supervisor will escort you to your workspace, where you can set down your belongings and feel at home.
- Meet the Team**  
Enjoy introductions to your team members and key stakeholders – the fun begins!
- Overview of SU**  
Receive a warm overview of SU's mission, values, and culture, alongside your job description and expectations.
- Review Your Schedule**  
Go over your work schedule and breaks, including lunch/dinner options – let's keep you energized!
- Understand SU Structure**  
Learn about SU's structure, team member perks, and dining options, making you feel right at home.
- Campus Tour**  
Participate in a delightful campus tour, concluding at the SU Bookstore to obtain your team member ID card (Gull Card).
- Get Your Gull Card and Access**  
Receive assistance in securing your Gull Card at the SU Bookstore and any necessary door access – welcome to the team!
- Parking Permit**  
Get help in obtaining your employee Parking Permit and review parking options.
- Lunch Time**  
Enjoy lunch with your new supervisor or fellow team members.
- Get Acquainted with SU Systems**  
Make sure you can log onto SU's computer systems and familiarize yourself with:
  - GullNet
  - Workday
  - Outlook (get a sample email signature)
  - Teams
  - DUO
- Phone System Training**  
Receive training on the phone system, including how to set up remote voicemail – stay connected!
- Safety Procedures**  
Review campus/office/department/building emergency notification procedures and safety protocols to stay secure.
- Complete Mandatory Training**  
Ensure you complete all required online compliance, HR, and Workday training to kickstart your journey!

# New Employee Onboarding Checklist

## 15-DAY CHECKLIST >

- Access Helpful Information**  
Familiarize yourself with SU/HR/office/departmental websites – knowledge is power!
  - Get Added to Distribution Lists**  
Make sure you're included in all relevant communication channels – let's keep you in the loop!
  - Review Your Job Duties**  
Revisit your job duties and probation period to ensure you're on track.
  - Understand the Organizational Chart**  
Review the organizational chart and SU mission and values to see how you fit into the bigger picture.
  - Inclement Weather Policy**  
Make sure you're aware of the inclement weather policy – stay informed.
  - Understand Office Functions**  
Familiarize yourself with the functions of the office/department and its wonderful individuals.
  - Learn Time Entry Procedures**  
Review Workday time entry procedures and when to expect your first paycheck – get ready for payday.
  - Request Time Off Procedures**  
Understand how to request time off, including call-out procedures – self-care is important.
  - LinkedIn Learning**  
Assign yourself the video: [How to Succeed in the First 60 Days](#) (if applicable) – let's get you set up for success!
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## 30-DAY CHECKLIST >

- Conduct a Self-Check-In**  
Reflect on your strengths, areas for improvement, and team interactions – celebrate your growth.
- Review Your Experience**  
Consider your overall experience within the first 30 days and any concerns you may have – your voice matters!
- Gather Feedback**  
Seek input from team members to ensure a cohesive team environment – collaboration is key.
- Schedule Meet and Greets**  
Arrange introductions with additional offices/departments as needed – let's expand your network.
- Review Policies and Procedures**  
Go over any relevant policies and procedures with your supervisor to stay informed.
- Clarify Roles and Responsibilities**  
Revisit your roles, responsibilities, and expectations, and seek ongoing coaching and feedback.
- Schedule Regular Meetings**  
Plan for weekly/monthly update meetings as needed to keep the momentum going.

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## 60-DAY CHECKLIST >

- Conduct a Check-In**  
Assess your happiness, engagement, and progress with projects and goals – celebrate your successes!
- Performance Review**  
Have a one-on-one meeting with your supervisor to discuss your performance over the past two months – let's shine a light on your achievements.
- Plan for Development**  
Collaborate on a plan for ongoing development and explore programs offered by SU and LinkedIn Learning.
- Set Long-Term Goals**  
Discuss your career aspirations at SU and collaborate on goal-setting – dream big!
- Solicit Feedback**  
Ask for feedback on your role and suggestions for team or process improvements – your input is invaluable.
- Maintain Communication**  
Schedule regular check-ins to ensure ongoing support and provide feedback as needed – your journey has just begun!

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**Welcome aboard. We're thrilled to have you as a part of  
our Salisbury University family. Enjoy the journey!**

Please sign, date, and return to Human Resources ([humanresources@salisbury.edu](mailto:humanresources@salisbury.edu)) at the completion of the 60 days.

Team Member: \_\_\_\_\_

Date: \_\_\_\_\_

Team Manager: \_\_\_\_\_

Date: \_\_\_\_\_