

New Employee Onboarding Checklist for Supervisors



The onboarding process is all about making our new team members feel like they've found their second home. It's designed to ensure a smooth transition, help them get excited about their new role, and introduce them to the wonderful culture that makes Salisbury University so special! This checklist is here to assist our amazing offices/ departments and supervisors in rolling out the red carpet for our new colleagues. Think of it as your trusty guide to help prepare for the arrival of a new superstar!

Remember, not every point will apply to every new team member, so feel free to customize it as needed. Some roles might require a little extra love and information, and that's perfectly okay! Let's make this onboarding experience not only informative but also fun and memorable!

BEFORE THE EMPLOYEE'S FIRST DAY >

Confirm all original signed new hire paperwork has been completed.

Confirm visit with Fingerprint Services **AND** Human Resources have been scheduled by new team member.

Appointments should be scheduled for the same day so the new hire can visit both locations:

- CJIS Fingerprinting appointment for new hire > [Fingerprinting Booking](#)
Fingerprint Services • 1100 Power Street • East Campus Complex, SU Police
- Human Resources > humanresources@salisbury.edu - Complete paperwork and benefits/retirement enrollment.
Holloway Hall Suite 153 • 1101 Camden Ave. • Park in visitor parking
- Ensure your new hire brings either a Passport **OR** 2 forms of ID.

Order any relevant equipment (computer, keys, safety equipment, etc.) and furniture needed for the workspace.

Prepare a welcoming workspace for your 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 IDs, passwords, and access to shared drives.

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.

Provide new hire with Parking Services information to set up parking pass under Guest parking until employment documentation is complete.

- salisbury.edu/parking
- parkingservices@salisbury.edu
- 410-543-6338

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- Inform new hire of parking requirements and provide address of the parking lot where they will park on first day.
- Arrange for team member/supervisor to meet with and/or take the new team member to lunch on first day.
- Prepare position-specific orientation checklist and training plan developed by your office/department.
- Confirm you received completion of background check with Human Resources. If not contact HR at 410-543-6035.

ON THE TEAM MEMBER'S FIRST DAY >

- Meet and greet your new team member at a pre-designated location.
- Escort your new employee to their workspace and allow them to set down their belongs.
- Introduce team members and key stakeholders.
- In an office/conference room, provide a brief overview of the SU's mission, values and culture; review position-specific job description, responsibilities and expectations developed by your office/department, including their first week agenda.
- Review work schedule and breaks (include lunch/dinner dining options).
- If role requires, explain overall SU structure, SU Police, team member perks, and dining:
 - All Schools, Field of Study, and Deans
salisbury.edu/explore-academics/colleges-schools-and-departments.aspx
 - Office of the President and Cabinet Members
salisbury.edu/administration/president/staff
 - SU Police and Services They Provide
salisbury.edu/police
 - Benefits of Employment and Total Rewards
salisbury.edu/administration/administration-and-finance-offices/human-resources/benefits
- Provide tour of campus ending at the SU Bookstore to obtain team member ID Card (Gull Card).
- Assist new team member in obtaining 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 SU computer and is familiar with:
 - GullNet
 - Workday
 - Outlook (provide sample email signature)
 - Teams
 - DUO
- Provide training on the phone system, including remote voicemail setup using the [SU Voicemail System](#).
- Review campus/office/department/building emergency notification procedures, safety, and security.
- Review all mandatory online compliance, HR, and Workday training to be completed.

New Employee Onboarding Checklist for Supervisors

15-DAY CHECKLIST >

- Direct team member to helpful information on SU/HR/office/departmental websites.
 - Add new employee to distribution lists.
 - Revisit job duties (PRF), expectations, probation period, and PMP to ensure understanding.
 - Review organizational chart and SU mission and values.
 - Review inclement weather policy.
 - Review the functions of the office/department, units within, and individuals.
 - Review Workday 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).
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30-DAY CHECKLIST >

Conduct a “30 Day Check-In” meeting with team member.

Interaction should be very conversational regarding:

- Team members strengths
- Areas of improvement
- Team interaction – discuss interaction and address any challenges in dynamics and how to overcome them
- Team member’s overall experience within the first 30 days
- Concerns they may have
- Supervisors overall view of their progress thus far

Ensure that any required training has been completed and/or scheduled.

Collect feedback from team members on new hire to ensure a cohesive team environment is being upheld.

Schedule meet and greets with additional offices/departments if necessary.

Review policy and procedures with employee.

Revisit roles, responsibilities, and expectations, as needed, and provide ongoing coaching and feedback.

Schedule weekly/monthly update meetings as needed.

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60-DAY CHECKLIST >

Conduct “check-in” meeting to ensure employee is happy, engaged, on track with projects, tasks, goals, etc.

Conduct a one-on-one meeting with the team member to discuss performance over the past two months.

When appropriate, create a plan for ongoing development and encourage employee to participate in programs offered by SU and LinkedIn Learning, such as training, professional development, and other campus initiatives.

Collaborate on setting long-term goals and career aspirations at SU.

Solicit feedback on their experience in the role and any suggestions for team or process improvements.

Schedule regular check-ins to maintain communication and support.

Continue to provide feedback and/or coaching as needed. For any concerns with performance, please contact your office's/department's assigned HR administrator.

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

Team Member: _____

Date: _____

Team Manager: _____

Date: _____