

Staff Onboarding Checklist

This checklist is designed to assist with the department's orientation process. Onboarding is a long-term process that begins before an employee's start date and continues during the employee's six-month probationary period. This Checklist is organized to help hiring managers prepare for the arrival of new employees. Once an employee starts, he/she can work together with the hiring manager and Business Manager to complete the checklist. The hiring manager may add additional activities that are relevant to the new employee's area. Internal transfer employees may omit items that are not applicable.

EMPLOYEE INFORMATION:

| | |
|-----------------|--------------------|
| Name: | Start Date: |
| Position Title: | Direct Supervisor: |
| Department: | Onboarding Peer: |
| Location: | Telephone: |

PRE-ARRIVAL | Immediate Supervisor

- Confirm offer letter sent to new employee by Human Resources Office.
- Place call to officially welcome the new employee to Perimeter College after confirmation of acceptance and provide new employee with contact information in the event of a question or issue.
- Inform him/her of new hire orientation and benefits orientation.
- Contact Business Manager to process MSS transaction in OneUSG for hire.
- Prepare workstation/office set up (telephone, computer, office supplies, cell phone, key request, etc.).
- Create an onboarding schedule for new employee.
- Plan first week assignment(s) for new employees.
- Secure *onboarding peer* for new employee.
- Request parking permit for employee first day.
- Coordinate announcement to College Community regarding new employee.

DEPARTMENTAL PROCEDURES | Immediate Supervisor/Onboarding Peer

- Schedule time for tour and introductions to department staff and key Perimeter College personnel | *Onboarding Peer*.
- Review University, College and Departmental strategic plan, mission, values, functions and how employee fits into that role.
- Review departmental organizational structure.
- Review departmental specific policies and procedures.
- Review job description (provide copy) and performance expectations and standards.
- Review work schedule, calendars, initial job assignments and training plans.
- Discuss procedures for scheduling time off and unexpected absences.
- Schedule welcome lunch with *Onboarding Peer* & others (optional).

UNIVERSITY HUMAN RESOURCES | 404.413.3300

- Direct employee to complete New Employee Sign-Up in University's HR Department (If not completed already)
- Assist employee with scheduling of University Orientation
- Assist employee with scheduling University Benefits Orientation (For Benefit-Eligible Positions)

FIRST MONTH CHECKLIST | Immediate Supervisor

- Complete Taleo Onboarding Evaluation.
- Ensure that the employee has completed the enrollment process within 30 days of benefits eligibility.
- Continue to clarify roles, responsibilities and expectations as needed and provide ongoing coaching and feedback.
- Schedule weekly/monthly update meetings as needed.
- Ensure that any mandatory training has either been completed or is scheduled to be completed .
- Model the kinds of behaviors you would like to instill in your new employee.

THREE -MONTH CHECKLIST | Immediate Supervisor

- Follow-up with employee regarding completion of relevant processes.
- Complete Taleo Three-month Onboarding Evaluation Form.
- Conduct a probationary review meeting with your employee/three month provisional evaluation. Provide detailed feedback to employee on his/her performance. Identify any areas that require further development or remediation. Ensure that any mandatory training has either been completed or is scheduled to be completed. Identify any other learning opportunities that may be appropriate for the employee.
- Conduct a probationary review meeting with your employee/six month provisional evaluation.

FIVE -MONTH CHECKLIST | Immediate Supervisor

- Complete Taleo Five-month Onboarding Evaluation Form.
- Conduct a probationary review meeting with your employee/five-month provisional evaluation. Provide detailed feedback to employee on his/her performance and intent to continue working relationship beyond 6-month evaluation period.
- If continuing employment, set goals for annual performance evaluation.

***Perimeter College is committed to helping employees
make an enjoyable transition into their new position!***