Scripps College

New Employee Onboarding Checklist
New Employee Onboarding

BEFORE THE START DATE

Assigned to:

☐ Call employee-discuss start date and time, parking, need to bring identification for I-9 requirements on first day
☐ Confirm employee computer needs and consult with IT
☐ Inform the employee of HR new hire orientation
☐ Schedule IT session for first day
☐ Ensure desk/office is clean/necessary supplies
☐ Schedule phone setup with IT
☐ If new employee is supervisor, set up 1:1 meetings with staff
☐ Arrange introductions/meetings with key relationships
☐ Create action plan to review components of new employee’s position
☐ Determine date of next campus tour
☐ Order business cards and signs as needed
☐ Obtain welcome packet from HR
☐ Job description
☐ New Employee Checklist “Getting Started”
☐ Organization chart
☐ Map of campus with building(s) highlighted

☐ Other:
  ☐ Assign a buddy
  ☐ Assign a mentor
  ☐ Complete key request from Facilities

☐ Send email out to department announcing the arrival of the new employee
New Employee Onboarding

FIRST DAY

- Welcome them upon arrival
- Show them their workspace
- Discuss taking them to lunch, preferably with supervisor
- Introduce them to team members in the department
- Introduce them to work “buddy” and explain role of work “buddy”
- Review Job Description, Action plan, vacation requests, department culture New Employee Checklist, Organizational Chart, etc.
- Discuss Mission/Vision and guiding principles for Scripps and department/unit and how this employee’s work supports our mission
- Provide list of scheduled meetings with key parties
- Take employee over to get College ID
- Take employee over to campus safety to register vehicle for parking permit
- Remind employee to bring license, College ID, and vehicle registration
- Remind employee of new hire orientation with HR and IT training
- Provide resource guide on how to utilize phone system
- Have employee sign for office keys
- Review on-line staff directory
- Provide office tour and emergency exits
- Explain lunch benefit and provide tour to Malott Commons
- Provide training on Ulti-Pro and explain use of system
- Provide date and time of Admission campus tour
Manager’s Onboarding Checklist

**FIRST WEEK**

Assigned to:

- Inquire how first week went and make time to listen to any questions
- Review training schedule
- Register for applicable trainings (see training calendar)
- Review Facilities work order process, emergency alert system, emergency preparedness, phone system, copy center services, room reservation system
  - [http://inside.scrippscollge.edu/emergency/scripps-alert-emergency-contact-information](http://inside.scrippscollge.edu/emergency/scripps-alert-emergency-contact-information)
- Introduce to mentor
- Verify that computer, network systems, printer, email, telephone, voicemail etc. are working
- Explain your work style and discuss how it will fit with the style of the new employee
- Provide list of current department projects
- Review key Scripps policies:
  - Code of Ethics, Policy
  - Professional Standards of Conduct Policy
- Establish weekly or bi-weekly meetings with new employee
- Answer their questions and help foster engagement with organization
- Update department website with new employee’s information
- Send Announcement to staff-1 and faculty-1 announcing arrival of new employee
Manager’s Onboarding Checklist

**FIRST MONTH**

Assigned to:

- [ ] Check in with employee to let them know how they are doing
- [ ] Review performance goals (both short and long term)
- [ ] Review job description and see if there are any questions
- [ ] Discuss process for performance reviews; set short-term and long-term goals
- [ ] Check in with department resource for their perspective
Manager’s Onboarding Checklist

AFTER THREE MONTHS

☐ Performance appraisal – 3 month progress report

☐ Check in with employee to let them know how they are doing

☐ Review performance goals (both short and long term)

☐ Answer their questions and help foster engagement with organization

☐ Check in with mentor