

## Supervisor Onboarding Checklist

(Faculty and Staff)

*This list is a suggested guideline, when onboarding new employees please note that depending on the type of hire some of the items listed may or may not be relevant*

### EMPLOYEE INFORMATION

Name:

Start date:

Position:

Supervisor:

EUID:

EMPLID:

### PRE-ARRIVAL PROCEDURES

- Signed offer letter returned to the BSC.
- Order HRM-6  
<http://intranet.hsc.unt.edu/applications/hrsapps/hrm6/hrm6.cfm>
- Call or email him/her to officially welcome and answer any questions regarding employment.
  - Confirm the location/address of where to park (if applicable)
  - What time to arrive on the first day
  - Whether or not to bring a lunch
  - Documents needed to complete new hire paperwork, such as proof of eligibility to work in the United States (I-9): <http://www.uscis.gov/files/form/i-9.pdf>
- Prepare office/desk/work station
- Secure "new" furniture (based on department budget) Or "used" furniture (Available through Property control)
- Secure new/existing computer equipment  
<http://www.hsc.unt.edu/dellsite/>
- Ensure all needed software programs are installed onto new/existing computer
- Set up access to departmental shared drives
- Set up telephone (as needed)  
<http://www.hsc.unt.edu/Departments/AIRT/telecommunications.cfm>
- Order name plate and/or office sign  
<http://www.hsc.unt.edu/departments/facilities/FMservices/signshop.cfm>
- Inform via staff meeting or email staff of the new hire's start date and role
- New Employee Orientation scheduled by HR for \_\_\_\_\_

- Prepare a first day and first week agenda for the new hire
- Assign onboarding mentor for new employee's first two months on the job (for [Administrative Professional Mentoring Handbook](#))
- New Hire completes Onboarding <http://bsc.untsystem.edu/onboarding>

## ARRIVAL PROCEDURES

- New hire verifies required I-9 documents in Human Resources
- New hire obtains parking permit (if applicable)  
<http://www.hsc.unt.edu/departments/police/forms/permit.pdf>
- Introduce employee to assigned mentor
- Introduce new employee to staff and team members/co-workers
- Review and sign Job Description; cover job expectations and responsibilities.
- [Go over organization chart](#)
- [Review policies and procedures \(HSC and specific department\)](#)
  - Review department's mission, strategy, values, functions
  - Discuss procedures for scheduling time off and unexpected absences.
  - Review work schedule, pay schedule and overtime policy.
  - Review appropriate attire for workplace.
  - Review performance feedback and appraisal process.
  - Review emergency regulations.
  - [Discuss professional development opportunities on campus](#)
- [Show the HR website for "Employee Checklist" "On-Boarding" and "Employee Handbook"](#)
- Order key/access to office and other areas if needed  
<http://www.hsc.unt.edu/departments/facilities/FMservices/documents/KEYREQUESTFORM.C>
- Sign Badge Request form (employee takes completed form to Police Dept. for badge)  
<http://www.hsc.unt.edu/departments/police/forms/access.pdf>
- Order business cards  
[https://www.myorderdesk.com/SignIn/?OrderFormID=331263&Provider\\_ID=551550&force=1](https://www.myorderdesk.com/SignIn/?OrderFormID=331263&Provider_ID=551550&force=1)
- Identify and order any needed office supplies
- Provide computer orientation at desk
- Online Security Training for email setup  
<https://intranet.hsc.unt.edu/acctrequest/default.cfm>
- Go over phones, voicemail set up, fax, copier, office supplies
- Give a tour of building, department, and essential facilities
- Other

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