

New Employee Department Onboarding Checklist

Before Employee's First Day

Completed	Task
	Send welcome email to new employee letting them know where to report after they have completed required orientations. Including start/end time, office location, computer, phone, essential supplies, etc.
	Set up employee's training schedule (example training schedule can be found in the Manager Toolkit on the HR website)

DAYS 1-10

Completed	Task
	Introduce new employee to the team <ul style="list-style-type: none"> x Provide Department directory with phone/email
	Tour the office layout, employees work area and other key areas such as bathrooms, break room, printers and the supplies closet Meeting with Supervisor <ul style="list-style-type: none"> x Discuss Job Description and expectations x Explain your role as a supervisor x Probationary period (if applicable) x Go over the training schedule and the skills, software and processes employee will learn x Review key policies and university schedules (pay/holiday card deadline)
	x

	<ul style="list-style-type: none"> x Epic x API x Department/job specific systems
	Schedule meet and greets with cross departments that work closely together

DAYS 1-30

Completed	Task
	Supervisor check-in meeting <ul style="list-style-type: none"> x Gauge how employee feels about new position x Discuss how successful they feel about their trainings and determine what additional trainings they need x Address employees' questions and concerns
	Benefits Deadline <ul style="list-style-type: none"> x Remind employee to sign up for benefits if eligible, within their first 30 days
	University online trainings <ul style="list-style-type: none"> x Ohio Ethics (including conflict of interest) all employees x Title IX -VAWA (including supervisor anti-harassment) all employees x IT Security and Privacy (includes FERPA) all employees x ADA (supervisors only) x HIPAA Basics (employees working in the healthcare "hybrid entity" only) x Medicare Fraud, Waste, and Abuse (healthcare "hybrid entity" only)

DAYS 31-60

Completed	Task
	Review some of the employee's completed work and determine if meeting expectations and if additional training is needed Checkin Meeting with Supervisor <ul style="list-style-type: none"> x

DAY 60

Completed	Task
	<p>Meeting with Supervisor</p> <ul style="list-style-type: none">x Show employee performance review and discuss how they will be evaluated in the future and inform them of the date of their actual performance reviewx Schedule meeting for midprobationary evaluation<ul style="list-style-type: none">o 60 days for those with 120 day probationary periodo 90 days for those with 180 day probationary periodx Schedule meeting for end of probation evaluation
	<p>Benefits Deadline</p> <ul style="list-style-type: none">x Remind fulltime employee they have 120 days to change to Alternative Retirement Plan and would need to set up appointment with approved vendors.