



NEW EMPLOYEE CHECKLIST Supervisor

Start date:

Name:

PRIOR TO STARTING WORK	
	Confirm acceptance of offer, including start date, salary and work hours.
	Provide directions to employee of work location.
	Prepare employee's workspace, office, equipment, supplies, etc.
FIRST DAY	
<input type="checkbox"/>	Identify and introduce "onboarding buddy" to help with first day orientation.
<input type="checkbox"/>	Be available, or assign designee, to greet new employee and discuss their first day agenda.
<input type="checkbox"/>	Provide copy of position description and review with employee.
	Tour of buildings/campus.
FIRST WEEK	
<input type="checkbox"/>	Confirm employee can access necessary systems/software (i.e. Percipio, security roles in Workday, program specific applications).
<input type="checkbox"/>	Set up follow-up appointment at end of first week to identify additional questions.
<input type="checkbox"/>	Confirm trainings have been completed and materials turned in to HR Partner.
<input type="checkbox"/>	Work with CAHNRS IT for any computer/laptop purchases.