New Employee Onboarding Checklist

Prior to Start Date
- Prepare workspace
- Background check
- Offer Letter
- Parking pass for first day
- Supervisor call

Introduction, Orientation and Tours
- Introduce staff/coworkers (breakfast)
- Tour workspace, department layout and building
- Lunch with supervisor
- Campus tour to LSC
- Parking information
- University Important Dates

Human Resources
- Campus Administrative Portal (pay advices)
- Review pay schedules
- Employee assignment input into HRS Personnel/Payroll system
- Supervisor accompany to HR and payroll

Departmental Files
- Conflict of Interest
- Update department staff web page

Required Training
- Online sexual harassment training
- University Employee Orientation

Access Information
- ODS
- IRP&E data access
- Add to department distribution list
- Leave tool

Property and Equipment Set-up
- Set up eID and email
- PC setup including statistical software
- Keys and/or codes
- Long distance telephone access setup
- Voicemail
- Monthly phone bill instructions
- CSU ID

University Policies
- Email, use of Campus Systems policy
- Policy on Use of University Resources
- Inclement Weather policy
- Building Access and Security policy
- Holiday Schedule
- HRS Manual
- Faculty/Admin Pro Manual (if applicable)
- IT Security Policy
- FERPA

Department Protocol
- Leave request procedures
- Review work hours and overtime
- Dress code
- Review pay schedules
- Employee study privilege
- Campus involvement
- Kitchen
- Lunches
- Supervisor one-on-one conversations

Role and Performance Expectations
- Copy of job description
- Performance Plan
- Performance Evaluation timelines
- CSU and IRP&E values and mission

Employee Name: ____________________________ Employee #: ____________
Job Title: _______________ Position#: _______________ Supervisor: ____________________________

08/18