**Congratulations on filling a vacant staff position!** Getting a new employee off to a good start will enable them to be successful in their new position. There are many onboarding steps to consider before and after the new employee starts working. This checklist is designed as a guide for supervisors to use as they prepare for and onboard a new employee. It is the supervisor’s responsibility to work with the points of contact listed to make all arrangements and correctly onboard new hires.

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| **Date Completed** | **Pre-Arrival Checklist** | **Point of Contact** |
|  | Complete and submit a Work Schedule form \* | Human Resources Services |
|  | Initiate a Key Authorization form or email [keys@evergreen.edu](mailto:keys@evergreen.edu) detailing the need (employee will need to provide signature and present Staff ID card to receive keys) | Key Issues |
|  | Prepare workstation/office (telephone, computer, printer, office supplies, furniture, name plaque, etc.) | Technical Support Center, Facilities, and various units depending on need |
|  | Telephone extension/set up (office phone and cell phone) | Technical Support Center |
|  | Schedule benefits orientation | Payroll and Benefits |
|  | Order business cards, if appropriate | College Relations |
|  | Prepare first day and first week agenda for the new hire | Supervisor |
|  | Prepare training plan for the new hire, including any position specific required training | Supervisor |
|  | Create a Supervisor file | Supervisor |
|  | Provide parking website so the new hire can plan for parking/commuting to campus on their first day | Parking Services |
|  | Communicate date, time, and location of first day of work. Provide your work contact information in case the new hire has questions before starting work. Stay in contact if the start date is several weeks from the time the job offer was accepted. | Supervisor |
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| \* This step must be completed immediately after a hire is made in order to set the person up as an employee so pay can be processed and access granted to the Time and Leave systems; the employee’s signature is not required on the initial Work Schedule form. | | |

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| **Date Completed** | **First Day Checklist** | |
|  | Plan how you will welcome the new employee and discuss the agenda for the day. | |
|  | Add new hire to email distribution lists. | |
|  | Add new hire to online campus directory and unit website. | |
|  | Consider assigning the new hire with a “buddy” to assist with transition to working at Evergreen. | |
|  | Review bathroom locations, emergency evacuation plan, first aid kit, break room, on campus food options, etc. | |
|  | Make sure new hire is familiar with my.evergreen.edu specifically the “Employees” section. | |
|  | Review assigned schedule, set expectations around leave requests/attendance, and provide information on campus holidays. | |
|  | Introduce the new hire in person to the appropriate work units/campus communities. | |
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| **Take the new hire to the following locations on the first day** | | |
| **Date Completed** | **Location** | **Tasks** |
|  | Human Resource Services | Complete I-9 form  Obtain Union Membership card, if applicable  Schedule Time and Leave system training  Ask HR related questions |
|  | Payroll and Benefits Office | Complete W-4  Complete Direct Deposit  Schedule a benefits orientation (if not already done)  Ask payroll/deduction/benefits related questions |
|  | Registration and Records | Obtain Staff ID card (must know A number) |
|  | Parking Services | Purchase parking decal  Ask parking/commuting related questions |
|  | Key Issues | Receive key(s) (must present completed Key Authorization Form with required signatures and Staff ID card) |
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| **Date Completed** | **First Week Checklist** |
|  | Review job description and roles, responsibilities, and expectations. |
|  | Provide training plan. |
|  | Provide work assignments, including deadlines and available resources. |
|  | Announce the new hire to the appropriate work units/campus communities. |
|  | Ensure training completed for Leave system and Time system (overtime-eligible staff) |
|  | Initiate the performance evaluation process (Performance Development Planning Phase form for Classified staff). |
|  | Ensure new hire reviews and acknowledges the required policies and procedures (located on my.evergreen.edu in the “To Do List” section). |
|  | Review unit and College policies/procedures that directly relate to the work of the position. |
|  | Provide information about Evergreen such number of students, maps, surrounding area, etc.; provide College websites that might be useful to review. |
|  | Schedule a reoccurring check-in or update meeting for the first few weeks or months. |
|  | Introduce the appropriate Collective Bargaining Agreement (if applicable). |
|  | Explain roles of other unit/College staff that have a connection to the position. |
|  | Add new hire to reoccurring meetings and include them in upcoming events/activities. |
|  | Ensure essential training is completed and/or is on schedule to be completed. |
|  | Discuss inclement weather/suspended operations, convey if the position is required during any/all closures, and introduce the e2Campus option. |
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| **Date Completed** | **Three Month Checklist** |
|  | Complete three month performance evaluation using the interim review section of the Performance Development Assessment Phase form (Classified staff). |
|  | Continue to clarify roles, responsibilities, and expectations. |
|  | Ensure competition of Required Training “Employee Policy Training” through Canvas. |
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| **Date Completed** | **Six Month Checklist** |
|  | Complete six month performance evaluation using the Performance Development Assessment Phase form and initiate next performance evaluation using the Performance Development Planning Phase form (for Classified staff). Submit both forms to Human Resource Services. |
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