



**SUPERVISOR ONBOARDING CHECKLIST FOR NEW EMPLOYEES**

Supervisors will complete this helpful checklist with new employees.

Supervisor Name:	
Employee Name:	
Employee's Job Title:	
Date of Hire:	

**Prior to Start Date**

*Goals: To present a welcoming work environment with informed colleagues and a fully equipped workspace*

- Set up, clean, and prepare workspace (i.e., equipment, business cards, name plate, office supplies, etc.)
- Send e-mail to department welcoming the new employee
- Contact HR to set up employees e-mail and banner.
- Contact **Information Services** if other account requests are needed
- obtaining keys and set up card access.**
- requesting a phone line and setting up voicemail.**
- Call employee to:
  - Ensure they have scheduled a benefits meeting with HR **(I-9 form must be completed on or before their first day of work)**
  - Confirm start date, time, location, and parking
- Faculty:
  - Meet with Department Chair
  - Online Learning

**First Day**

*Goals: The employee feels welcomed and prepared to start working; begins to understand the position and performance expectations.*

- Be available to greet employee on the first day and introduce to other staff members
- Confirm that employee has met with HR regarding benefits, new hire paperwork, and I-9 form
- Take employee on a department and campus tour
- Review job description, outline of duties and expectations
- Discuss
  - Normal working/business hours or specific work schedule
  - Lunch protocol
  - Location of restrooms

- Submitting timesheets
- Requesting time off
- Absentee call-in procedures and use of sick leave accruals
- Provide building specific safety and emergency information
- Discuss accident reporting procedures
- Ensure employee is in RAVE alerts at <https://getrave.com/login/canton>
- Provide information on setting up e-mail, google calendar and voicemail

**First Week**

*Goals: New employee builds knowledge of internal processes and performance expectations; feels settled into the new work environment.*

- Continue to provide timely, meaningful, and on-going feedback
- COVID Testing – ensure they have signed up and know where to go for testing
- Within 30 days of hire, review and complete the employee’s performance program with the employee. Send signed performance program to HR

**First Month**

*Goals: Provide compliance training and monitor orientation to the workplace*

- Compliance Training - New employees will receive emails from HR, ensure employees complete the online trainings.
  - Haz/Com and Right to Know
  - Preventing Sexual Misconduct/Title IX
  - Fire Extinguisher Safety
  - Preventing Discrimination & Harassment
  - Combat Heroin & Preventing Drug Abuse
  - Information Security
  - Domestic Violence in the Workplace
  - Bloodborne Pathogens & MRSA
  - Reporting Child Abuse
  - Preventing Workplace Violence
  - Drug & Alcohol-Free Workplace
  - Active Shooter Preparedness
  - CleryAct: Making Our Campus Safer
  - Minors on Campus
  - SUNY Project Sunlight
  - FERPA
  - Internal Controls Essentials
- Ensure employee contacts purchasing for requisition training
- Ensure employee contacts Travel Coordinator for travel training
- Continue to provide timely, meaningful, and ongoing feedback
- Schedule conversations to “check in” with the new employee

Completed on (Date)	
Supervisor Signature	
Employee’s Signature	