New Hire Onboarding Checklist

Initial Steps:

__ Hiring Request Form Completed &
Signed by VP and President

__ Hiring Request Form Sent to HR

__ Job Description Sent to Marketing for
Employment Web Page

Before Offer is Made:

__ VP & President Have Interviewed
Candidate

__ New Employee Request Form Completed
& Signed by VP and President

When New Hire Has Accepted:

__ Offer Letter Sent to New Hire

__ Make Appointment for New Hire to Meet
with HR

__ Provide List of Documents New Hire will
need to bring

__ HR Paperwork filled out by New Hire

__ IT create email address & add software
access

__ Complete Marketing Request Form

   __ Add to Organizational Chart

   __ Add to Birthday List

   __ Add to Campus Connection email

   __ Create Welcome Package

__ Does a computer need to be purchased?

Prior to First Day:

__ Mail Welcome Package to home address

__ Order business cards from Marketing

__ Order name tag from Trophy Shop

__ Prepare schedule of employee's first day
& send to employee

First Day/Week:

__ Present New Employee Packet &
review the following:

   __ Brand Standards & Social Media
Guidelines

   __ Marketing website/request form

   __ Advancement policies

   __ Q&A with relevant contacts

   __ Campus Tour

   __ Introductions of key personnel

   __ Review Logins/Access/
Self-Service Center

__ Welcome lunch within your department

__ Job training

__ New head shot in Marketing

__ Announcement made in Campus
Connection

__ Add to online Employee Directory

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Employee Signature

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Supervisor Signature