# Congratulations On Your New Employee!

*Supervisor Onboarding Checklist - What to Provide*

## Pre-Arrival

| Supervisor | | Department | |
|---|---|---|---|
| Contact new Employee on a monthly basis if start date is the following semester | ☐ | Add individual to dpt. Webpage, emails, mailboxes, etc. | ☐ |
| Contact new Employee 1-5 days PRIOR to Start Date | ☐ | Send welcome letter | ☐ |
| Welcome them and confirm start date, work schedule, attire expectations, parking for first day and discuss lunch arrangements | ☐ | Create a welcome card or poster. Hang in work area | ☐ |
| Coordinate for a Mentor and meet with them to prepare for a new individual (if applicable) | ☐ | Order business cards, name tag and/or name plate | ☐ |
| Organize a welcoming on employee's first day | ☐ | Organize and prepare individuals work area | ☐ |
| Schedule introduction meeting with colleagues etc. | ☐ | Schedule any other training specific to Dept. | ☐ |
| | | Coordinate final technology needs with Help Desk (phone, laptop, tablet, computer, etc.) | ☐ |

## First Day

| Supervisor | | Department | |
|---|---|---|---|
| Be aware that employee may be at orientation at HR in the AM | ☐ | Submit paperwork for key(s) to office/building | ☐ |
| Assist with account activation (computer login/access) | ☐ | Provide tour of department/building/campus | ☐ |
| Job description review and performance expectations | ☐ | | |
| Lunch and break schedule routines review | ☐ | | |
| Meet department and colleagues (show work area/lunch break area) | ☐ | | |
| Discuss department technology use | ☐ | | |
| Provide time to review department & UW-Whitewater website | ☐ | | |
| Go over New Employee checklist to answer any questions | ☐ | | |

## First Week

| Supervisor | | Department | |
|---|---|---|---|
| Review Department Safety Plan | ☐ | Driver Authorization form (If applicable) | ☐ |
| Discuss how to report violations, hazards or work related accidents | ☐ | Telephone procedure/policy | ☐ |
| Discuss specific functions of department/ coworkers | ☐ | Provide time to complete all needed trainings (have employee see "my learning path" | ☐ |
| Discuss staff meetings & overview of any standing meetings individual should be involved in | ☐ | | |
| Discuss confidentiality | ☐ | | |
| Meet with employee to see how first week went - answer any questions | ☐ | | |