**Onboarding Checklist**

For Hiring Managers

*Revised: June 2018*

**Pre-Arrival:**

**□** Print onboarding checklist, review and customize.

**□** Schedule time to spend with new hire the day of arrival.

**□** Prepare the first day and first week agenda for new hire.

**□** Prepare workspace for new hire if applicable (consider including welcome gift such as a small plant or card).

**□** Provide new hire with start time, where to report on first day, and information to bring on first day.

**□** Set-up new hire’s computer with e-mail, NetID, internet account privileges, and software applications if applicable.

**□** Contact HR for any additional onboarding questions.

**Arrival - First Day/Week:**

**□** Introduce new hire to staff and provide tour of facility.

**□** Discuss organizational chart and share culture and history of the University and department.

**□** Review position description with new hire and discuss role expectations and responsibilities.

**□** Create and post an internal announcement about the new hire.

**□** Select an employee on your team to become a peer-mentor to the new hire.

**□** Discuss vacation, sick days, holidays, hours of work, flexible scheduling, requests for time off, dress code, etc.

**□** Explain office equipment procedures (Examples: mail pick-up, copy machine, telephone, printer, timesheets, etc.)

**□** Provide staff directory, order office keys, building keycards, business cards, employee hand book if applicable.

**□** Ensure the new hire has all materials necessary to perform their job and order supplies if needed.

**□** Schedule meetings with key contacts and departments.

**□** Review safety/emergency procedures (UT Alert <http://www.utk.edu/utalert/>).

**□** Discuss probationary period.

**□** Schedule any required training:

* EOD Training (Examples: leadership, IRIS, communications, University policies) <http://policy.tennessee.edu/hr_policy/>
* Safety Training (Examples: personal, emergency preparedness, occupational, etc.) <http://safety.utk.edu/>

**Post-Arrival - First 30-60 days:**

**□** Continue to meet with new hire to discuss his/her experiences and answer any questions.

**□** Continue to clarify roles, responsibilities and expectations as needed and provide ongoing coaching and feedback.

**□** Ensure employee has all necessary materials and is becoming familiar with campus.

**□** Model the kinds of behaviors you would like to instill in your new employees.

**Post-Arrival - First 90 days:**

**□** Schedule first coaching session and discuss progress on performance goals and role expectations (mid-way through 6 month probationary period).

**□** Share initial feedback, comments, and concerns, and ask for feedback on orientation, on-boarding process, and peer-mentor.

**Post-Arrival - 180 days:**

**□** Complete 6 month probationary review form **prior to** end of probationary period and submit to Human Resources.

**Post-Arrival - First Year:**

**□** Evaluate progress on objectives, discuss performance, and develop goals for the following year.