

New Hire Onboarding Checklist



Before Starting

- Create and send appointment letter signed and uploaded through Workday
- Send onboarding checklist
- Send physical letter of welcome and email first day packet with supervisor copied
- Forward new network credentials to new employee, supervisor, and applicable persons
- Coordinate and deliver welcome bag/welcome sign
- Order office/work keys
- Order name plate
- Send work order for office space
- Arrange for zoom phone set-up, if applicable
- Submit new hire technology onboarding checklist form
- Add employee to relevant email distribution lists
- Add employee to LINK staff directory + GVSU People Finder
- Add employee to UL Org Charts
- Procure technology and equipment
- Set up onboarding template
- Send department wide announcement
 - Email people who share office space + let know when introductions will take place
- Set up critical meetings + job-specific training
Communicate with employee with first-day tips
- Submit guest parking permit if necessary
- Stock workplace with supplies
- Select new hire's onboarding partner

New Hire Onboarding Checklist



Week 1

- Introductions + tour
 - Go over schedule, expectations, and department's purpose
- GV HR new hire resources
- Provide calendar of pre-scheduled meetings
- Explain policies and procedures
 - Work hours
 - Flexible work policies
 - Overtime
 - Vacation/sick days
- Register for New Hire Orientation
- Strengths Assessment + Introduction to coaching
- Arrange for access to common drives
- Create email signature
- Complete tax forms
- Choose paycheck option
- Register for parking
- Set up technology platforms:
 - Outlook
 - Duo
 - Okta
 - Zoom
 - Gmail
 - Workday
- Review handbook + university policies
- Review university reporting
- Obtain GVSU ID card
- Obtain building keys

New Hire Onboarding Checklist



Week 2

- Sign up for GVSUAlert
- Sign up for benefit options
- Outlook training
- Review professional development opportunities
- Review SMART goal presentation
- Review Core Competencies presentation
- Make sure benefits orientation email has been received

Week 3/4

- Review roles C1-C5 + non-academic/academic units
- Review unions
- Complete mandatory campus trainings
 - DEI
 - Title IX
 - Cybersecurity
- Create MyLifeExpert account
- Complete HR entrance interview

Months 2-6

- Establish regular 1:1 meetings
- Tasks and projects with structured support

Months 7-12

- Half-year check-in meeting
- Continue goal setting