

New Hire Onboarding Checklist for Supervisors

New Hire: _____ **Hire Date:** ____/____/____
Supervisor: _____ **Department:** _____

Post Offer/Before the Employee's First Day:

- Call new hire to offer congratulations and welcome to FSU
- Share your contact information
- Coordinate first day logistics (ex. arrival/departure time, parking, office location, dress code, schedule, lunch options, etc.)
- Clean workspace and stock with needed supplies
- Check phone extension number and print out voice mail instructions
- Prepare "First Week" schedule of meetings and tasks
- Place applicable reading materials and contact lists on desk
- Request computer and have needed software installed
- Order nameplate or door tag as needed
- Order keys as needed
- Ensure new hire is registered for the next New Hire Orientation (an email will be sent from OHR)
- Develop training schedule for first 3 months

Onboarding Day 1:

- Greet the new hire when they arrive and clear your calendar for the morning
- Take to workstation, point out restrooms, and break areas
- Allow them a moment to get settled and discuss the plan for first day
- Introduce to staff in the department and neighboring departments
- Take them to Pullen to obtain FSU ID and parking pass
- Meet individually with new hire to review FSU and department policies
- Assist with telephone and voice mail set up
- Assist with computer login and email set up
- Order procurement cards and business cards as needed
- Take on tour and provide a [Campus map](#)
- Inquire if they completed I-9 paperwork. If not, take to OHR
- Send out a new hire welcome email to campus

Onboarding Week 1 and 2:

- Introduce to those that will provide initial and ongoing training
- Set up a weekly meeting schedule and do daily check-ins with new hire
- Introduce to assigned Buddy (emails will come from OHR)
- Provide timesheet overview and pay dates
- Review job duties and review, sign, and route PIF
- Review Workday and set probationary PMP goals
- Discuss probationary review process
- Review inclement weather procedure and Burg Alerts
- Ensure completion of compliance training (ex. Title IX, IT Security, DE&I, etc.)
- Complete as needed a telework agreement, Hep B shot series, etc.

Training Months 1 through 3:

- Mark your calendar and have one- to-one weekly check-ins
- Create a 30-45 day plan training plan and continue to determine training needs
- Review all leave and time off request procedures
- Review expense reporting and vehicle and room reservation systems
- Continue to be available for questions and concerns
- Ensure follow-up with any questions and concerns
- Provide an Organizational Chart if possible

Transition to Job Months 3 through 6:

- If Nonexempt: prepare, complete, and meet with new hire to review the 6-month PMP probationary review
- If Exempt: prepare and meet for a Mid-Cycle PMP to review progress
- Continue to hold monthly meetings and review progress
- If you encounter any concerns, please contact OHR for assistance
- Once complete, sign, date, and return this checklist to OHR**

**I have completed all the necessary tasks above.*

X _____

Supervisor's Signature

____/____/____

Date

