

Supervisor and Department Onboarding Checklist

Department Responsibilities - Complete Before Employee's Arrival

- Parking
- Office Space
- Computer and office supplies
- Facility Access
- Order equipment and supplies as needed
- Phone and Voice Mail Set Up
- Network drive access – IT
- Business Cards
- Request Access to systems (Canopy/FAMIS, Maestro, Concur, Workday, Aggiebuy, Compass, eCampus, etc. - as needed)
- Request Travel Card as needed
- Assign Specific Job Training

Supervisor To Discuss with Employee

- Send Welcome Email to New Hire so they know where to go and who to meet on the day after onboarding
- Plan First week schedule
- Identify mentor
- Introduce to colleagues in Department or Division
- Tour of Facilities
- Plan Employee's 30-, 60-, & 90-day goals/objectives
- Review Position Description Review expectation of our RELLIS values and how they apply to the job
- Discuss Work/Lunch & Overtime Expectations
- Performance Evaluation Timeline
- Expectations for Conduct and Appearance
- Training & Professional Development options
- Pay Periods – bi-weekly/monthly pay schedule
- Discuss expectations for requesting time off
- Review Departmental Information
- Org chart, web page, mail stop, others' job duties
- Inclement Weather, Fire, & Other Evacuation Plans