

SUPERVISOR'S ONBOARDING CHECKLIST

	Onboarding Steps	Helpful Information
	1. A job offer is accepted.	
	2. Allocate resources for the new employee.	
	<i>Set up employee workstation, including desk, phone, computer and building access. Add employee to departmental listservs etc.</i>	Order necessary supplies: pens, paper, folders, business cards, etc. Contact ithelp@clemsun.edu to set up phone, computer, long distance access code, printer access, etc.
	<i>Set aside time on your calendar to meet with the employee on the first day and create a schedule for the first week.</i>	Consider the following: take the employee to lunch on the first day; set up introductory meetings with co-workers; discuss orientation and benefits, etc.
	<i>Assign a Tiger Pal to help the new employee acclimate to the new surroundings.</i>	Assign a Tiger Pal based on the new employee's interests and the interests of others in the department. Obtain the information on the new employee from the HR partner.
	3. Send a welcome email with information about the position, the department and the University.	Include the position description and first-day expectations, including: arrival time, what to bring, dress code, parking information, and first-day overview.
	4. Send a departmental announcement welcoming the new employee.	See New Employee Announcement for a sample email.
	5. Verify with the employee that new-hire paperwork has been completed.	Employees access new-hire paperwork via the Tigers At Work website, including I-9, Direct Deposit, Parking Permit, and TigerOne Card upload photo submission.
	6. Welcome the new employee.	Meet with the employee to discuss job expectations, and introduce the HR partner, team members and Tiger Pal.
	7. In conjunction with the HR partner, conduct a departmental orientation for the new employee.	The departmental orientation can be part of the employee's first day of work, and should include introductions to team members, an overview of the department's role within the University, and information unique to the department. For departmental orientation suggestions, please click here .
	8. Encourage the employee to attend New Faculty and Staff Orientation.	Employees sign up via the Tigers at Work website. Sign-up is done prior to the employee's first day of work. If the employee has yet to obtain a TigerOne Card, ensure this is done during orientation.
	9. Ensure benefits-eligible employees attend a benefits counseling session.	Employees sign up via the Tiger at Work website. Sign-up is done prior to the employee's first day of work.
	10. Ensure the employee acknowledges University policies.	Applicable acknowledgements include: Online Portable Fire Extinguisher Training , CU Drug and Alcohol Policy, Sexual Harassment Policy, and Family Educational Rights and Privacy Act (FERPA) Tutorial.
	11. Review the position description and planning stage with the employee. Schedule employee check-ins.	Within the first six weeks of employment, review the position description and the planning stage with the new employee and obtain necessary signatures.
	12. Ensure the employee completes required training.	Register the employee for required training as necessary.
	13. Conduct periodic check-ins with the employee.	Meet with the employee to assess progress and provide performance feedback and guidance going forward. At least two check-ins should occur, but OHR recommends that ongoing discussions occur on a monthly or quarterly basis.
	14. Complete an annual performance review at the end of first year of employment.	The performance review should reflect the job duties and goals provided in the planning stage as well as information from the regular check-ins.
	15. Send a completed checklist to the HR partner to be stored in employee's personnel file.	
	16. Organize and attend an anniversary celebration for the employee.	In conjunction with the Office of Human Resources, orchestrate a celebration of the employee's first year at Clemson University.