

COLLEGE OF SAINT BENEDICT

ORDER OF SAINT BENEDICT

Conducting Saint John's Abbey, Saint John's University, Saint John's Preparatory School and Liturgical Press

ADMINISTRATIVE AND SUPPORT STAFF

ONBOARDING SUPERVISOR'S CHECKLIST/GUIDE

Employee Name: _____

Start Date: _____

Job Title: _____

Department: _____

Supervisor Name: _____

“On-boarding” begins before the new employee’s first day of work. As a hiring supervisor, you can use the time between acceptance of the employment offer and the start date to maintain contact with the new employee. This will create a positive impression and reinforce the decision made to accept the employment offer. The checklist below serves as a guideline to assist you in welcoming the new employee~no need to turn this form in to Human Resources. The checklist/guideline is an internal tool to assist you and jog your memory of possible things to remember to do or cover with new hires. You may or may not use all categories or with all employees (i.e. temporary/provisional) depending on the position and your department structure.

Prior to the New Employee’s First Day

- _____ Schedule an appointment with Human Resources to complete new hire paperwork
- _____ Notify your department and other work groups who will be working closely with the new hire
- _____ Call to welcome new hire
- _____ Arrange for new hire to eat with someone their first couple of days
- _____ Prepare work area:
 - Notify IT to set up appropriate computer access; provide list of required software/hardware
 - Prepare desk with supplies
 - Contact Telecommunications for telephone, extension, and phone book
 - Arrange to have work area cleaned if necessary
- _____ Update department and/or unit organization contact and routing lists
- _____ Remind team to update e-mail groups to include new hire
- _____ Create/update department telephone list to give to new hire
- _____ Plan who will do what in the new employee’s orientation
- _____ Identify at least one individual who will act as a contact person in the department and determine that person’s role
- Other: *(Additional items you may wish to add)*

Employee's First Day

- _____ Ensure new hire goes to HR to complete new hire paperwork
- _____ Personally meet and welcome new employee upon arrival
- _____ Welcome new employee to department
- _____ Describe the orientation plan and lunch plans for the first few days
- _____ Introduce employee to co-workers

Locations:

- Restrooms
- Coat closet
- Refrigerator
- Microwave & usage
- Vending machines
- ATM's
- Campus cafeteria & other on-campus eateries
- Local restaurants
- Other _____

- _____ Give brief tour of the department
- _____ Provide map of campus
- _____ Review ergonomics of employee's office/desk
- _____ <http://www.csbsju.edu/ehs/programs/ergonomics.htm>
- _____ Allow time to set up work space, voice mail, e-mail, etc.

Demonstrate how to use:

- telephone system (*required for all positions-everyone needs to know how to call 9-911*)
- access computer
- use of software
- other equipment: _____

Department Procedures:

- Show where to get or how to requisition supplies and equipment, include information on approvals necessary for ordering
- Office mail pick up and delivery
- Shipping boxes

- _____ Review standard meetings employee is expected to attend.
- _____ Review work schedule, including start/end times and breaks
- _____ Complete department specific safety training
- _____ http://www.csbsju.edu/ehs/training/what_safety_training.htm
- _____ Review all department specific policies
- _____ Review timesheet completion, include submission date and approving signatures
- _____ Define dress code, what is too casual
- _____ Meet with employee at the end of the day to answer questions and find out how the day went

Other: *(Additional items you may wish to add)*

Employee's First Week

_____ Explain why the job is important and how it relates to unit and college/university goals

Review:

- Campus organizational chart
- Department organizational chart
- Job description and role job plays within the department
- Performance standards
- Appraisal Process

_____ Meet department head and/or chair

Describe who and how to notify about sick or vacation days, include any departmental policies about requesting vacation

_____ Complete Preventing Sexual Harassment training

_____ Go on campus tour

_____ Discuss Security/Safety Issues

Take new employee to:

- get parking permit and parking map
- ID card

_____ Explain relationship between CSB/SJU/OSB

Safety:

- First Aid Kit
- Fire alarms, extinguishers, emergency exits
- Disaster procedures
- Severe Weather
- Injury/Incident Report
- Security (CSB ext. 5000)
(SJU ext. 2144)

Employee handbook available on-line to review policies

<http://www.csbsju.edu/humanresources/handbooks/default.htm>

_____ Meet with employee to answer questions & find out how the first week went

Other: *(Additional items you may wish to add)*

Employee's First Month

- _____ Evaluate and schedule any additional training
- _____ Complete required OSHA training (if applicable)
- _____ Order business cards (if appropriate)
- _____ Order name tag/name plate (if appropriate)

Other: *(Additional items you may wish to add)*

