

Supervisor Checklist for Onboarding of New Employees

This checklist contains suggested activities and supports the partnership between Human Resources, the Hiring Manager and the new employee. Research on employee retention points to a strong correlation between employee engagement and how well the initial onboarding program was implemented.

A. Prior to the first day of work

- 1. After hearing from Human Resources that the employee has passed all pre-employment screenings, give them a call and congratulate them, welcome them to FSCJ.
- 2. Confirm the start date, time and place.
- 3. Order Business Cards and a FSCJ name tag.
- 4. Inform your staff of the new hire and start date and inform the Director of Campus Operations in your area.
- 5. Ensure the work space is clean, there are office supplies, equipment is updated and computer (if part of job) has the right software. Supervisor must [request technology setup for a new/relocated employee](#) via the IT webpage for hardware and/or various software programs.
- 6. Assign them a work partner to help them transition into your department.

B. Day One Activities

- 1. Welcome the new employee when they arrive.
- 2. Show them their work space.
- 3. Show them how to call Security.
- 4. Introduce them to the work team and their work partner.
- 5. Invite to lunch and talk about how their day is going. Also inform employee of the lunch options for your area.
- 6. Show them around the immediate work area (breakrooms, bathrooms, copy machine, etc.) Be sure they know where the exits are and the evacuation plan.
- 7. Help them set up their phone and update the information in my.FSCJ.edu, [updating their work location](#) and get started on their computer including initial login and email. Their initial login and email will be sent to the reports to supervisor via email 24 – 48 hours prior to the start date.
- 8. [Assign work schedule in my.FSCJ.edu](#), if needed.
- 9. Make sure they have an ID card and [parking decal](#). [Initiate a key request](#) for employees who need access to a secured work area.
- 10. Add employee to email distribution lists and make sure email invites to all staff meetings, the next OnPoint Meeting and others are forwarded to them.

C. First Week

- 1. Review their position [job description](#).
- 2. Discuss work goals and objectives.
- 3. Provide an overview of your department-what are the key goals and objectives.
Locate the on-line version of your Organizational Chart in PeopleSoft.
Login to <https://my.FSCJ.edu>, go to the Employee Self Service menu, select the Company Directory tile, and View My Org Chart.
- 4. Make sure they are aware of upcoming meetings.
- 5. Make sure they attend a Benefits Enrollment Session.
- 6. Arrange a tour of the campus/center and introduce them to key employees.
- 7. Set up meetings with key contacts.
- 8. Make sure they are using my.FSCJ.edu to [enter work hours on a time sheet time](#), if non-exempt, and they know how to [request an absence or view their absence history](#), understand the difference between Sick Leave and Sick Leave for Personal Use, [view their paycheck](#), etc.
- 9. If injured, explain how to report to supervisor, [security](#), and Risk Management.
- 10. If required to drive a College vehicle, initiate the [Vehicle User Agreement](#).

D. First Month

- 1. Give them time to complete the required [Compliance Training](#).
- 2. Encourage the employee to complete the New Employee Experience program.
- 3. Show the employee monthly [HR newsletters](#) and [Manager Resources and Supervisor Segments](#), if in Supervisory role, and emphasize the importance of reading and or referencing these communications.
- 4. Be available to the new hire to ensure they get off to a strong start, consider short weekly check-ins.
- 5. Follow up with their work partner. Be sure they are staying actively involved with the new employee.

E. Months 2-6

- 1. Work with the new employee to complete an individual development plan, as part of the [myIMPACT review process](#).
- 2. Do a formal check-in with the employee. Ask them about:
 - Does the employee have what they need to be successful?
 - What has been their biggest “aha moment”?
 - Any improvement suggestions?
 - Has the work partner been helpful?
- 3. For Career Staff complete a six-month performance evaluation.

F. Months 6-12

- 1. Support their work and development.
- 2. Provide helpful feedback on their work on a regular basis.
- 3. Complete an annual evaluation.
- 4. Highlight [professional development opportunities](#) the employee can take advantage of to be more successful in their role.