



DEPARTMENTAL NEW EMPLOYEE ONBOARDING

Onboarding Task	Team Member Assigned	Completion Date
PRE-ARRIVAL		
<input type="checkbox"/> Arrange for paperwork to be completed.		
<input type="checkbox"/> Ensure background check is completed (if required).		
<input type="checkbox"/> Send email to department announcing the new employee.		
<input type="checkbox"/> Prepare work space, office supplies, phone and computer.		
<input type="checkbox"/> One day before arrival – call to answer any questions (parking, reminder of documents needed, lunch, etc.).		
<input type="checkbox"/> Add new employee to appropriate e-mail lists.		
<input type="checkbox"/> Update staff directory/website.		
<input type="checkbox"/> Prepare the first day and first week agenda for new employee.		
<input type="checkbox"/> Coordinate welcome day activities.		
<input type="checkbox"/> Review calendar to schedule appropriate meeting times during new employee's first month (if appropriate).		
<input type="checkbox"/> Prepare welcome card.		
<input type="checkbox"/> Identify and assign buddy.		
<input type="checkbox"/> Identify necessary training & schedule.		
<input type="checkbox"/> Identify & prepare pertinent reading material for early days when the employee may have some bandwidth (including policies & procedures), have them review department website.		
FIRST DAY/FIRST WEEK		
<input type="checkbox"/> Provide a copy of the job description and review job functions, competencies, and expectations for working in the department.		
<input type="checkbox"/> Review security, safety and confidentiality procedures for your unit.		
<i>Go over department safety plan:</i>		
<input type="checkbox"/> Emergency Evacuation/Plan		
<input type="checkbox"/> First Aid supplies		
<input type="checkbox"/> MoBull sign up		
<input type="checkbox"/> Ensure new employee updates emergency contact information in GEMS Self Service.		
<i>Provide USF overview of the following:</i>		
<input type="checkbox"/> USF Leadership: BOG, BOT, President, Senior Leadership		
<input type="checkbox"/> Florida State University System – sister schools, review of colleges		
<input type="checkbox"/> USF mission, values, strategic plan		
<input type="checkbox"/> Review organizational structure of your department.		
<input type="checkbox"/> Distribute a list of acronyms typically used in the department.		

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<input type="checkbox"/> Review department's mission and strategic plan.		
<input type="checkbox"/> Review department's values.		
<input type="checkbox"/> Conduct working tour of floor, building, other appropriate facilities, etc.		
<input type="checkbox"/> Set up email account.		
<input type="checkbox"/> Set up voicemail.		
<input type="checkbox"/> Ensure new employee has received Staff ID card.		
<input type="checkbox"/> Assist in setup of NetID.		
<input type="checkbox"/> Demonstrate use of online directory.		
Cover as needed per department:		
<input type="checkbox"/> Recycling		
<input type="checkbox"/> Key/Door access		
<input type="checkbox"/> How to use Outlook		
<input type="checkbox"/> Office equipment		
<input type="checkbox"/> Phone: transfer calls, conference calls, etc.		
<input type="checkbox"/> Internal USF mail procedures		
<input type="checkbox"/> Provide list of department phone numbers and key resource people.		
<input type="checkbox"/> Set up a meeting with department head and any other administrative and staff members, if appropriate.		
<input type="checkbox"/> Officially introduce the new employee to the entire department.		
<input type="checkbox"/> Introduce new hire to one or two people in similar jobs that can help with orientation to department.		
<input type="checkbox"/> Meet with new employee at the end of the week to answer questions, inquire about their first week experience, and provide direction for the next few weeks.		
Cover these topics as needed by department/position:		
<input type="checkbox"/> Attendance and punctuality		
<input type="checkbox"/> Florida Sunshine Law		
<input type="checkbox"/> USF Standards of Service		
<input type="checkbox"/> USF Performance Management Process		
<input type="checkbox"/> Budget procedures		
<input type="checkbox"/> Probationary period (if applicable)		
<input type="checkbox"/> Dress guidelines		
<input type="checkbox"/> Work schedule		
<input type="checkbox"/> Internet access		
<input type="checkbox"/> Travel		
<input type="checkbox"/> Timesheets		
<input type="checkbox"/> Email regulations		

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<input type="checkbox"/> Breaks, overtime, time reporting/pay schedule, leave policy/reporting, accrual & use of sick leave and annual leave <input type="checkbox"/> USF holidays <input type="checkbox"/> Staff Senate or Administrative Advisory Council <input type="checkbox"/> If applicable to position, Collective Bargaining Agreement (CBA) information		
<input type="checkbox"/> Review USF Perks.		
FIRST MONTH		
<input type="checkbox"/> Ensure employee completes Compliance eLearning module in Canvas within first month.		
<input type="checkbox"/> Review training opportunities (role specific, systems specific, department specific, and industry specific) and continuing educational opportunities, special programs, and events or activities.		
<input type="checkbox"/> Meet with new employee at the end of the month to answer questions, inquire about their first month experience, and provide direction for the next few months.		