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| **PART 1: BEFORE THE EMPLOYEE BEGINS WORK** | | |
| Confirm acceptance of offer, start date, start time, and reporting location. | | |
| Send a [welcome email](https://www.uncp.edu/sites/default/files/2017-12/Welcome%20Email.docx) to the new employee with the following: **(applies to on campus adjuncts)**   * Work schedule * Directions to department * Parking information * Brief information about the department (refer to department website) | | |
| Notify all employees in your unit that a new employee is joining the team and the employee’s position. Ask staff members to welcome the new employee and encourage their support. | | |
| If the employee possesses or requires a work authorization document, notify Payroll that the new employee will contact Payroll to verify work eligibility. | | |
| Prepare the new employee’s workstation in advance of hire date: (applies to on campus adjuncts – as needed)   * Supplies (Office, tools, etc.) (As needed most adjuncts do not have office space) * Keys (As needed. Most adjuncts are not issued keys)   + New employees who are issued keys are required to complete a [Key Request Form](https://www.uncp.edu/resources/facilities-operations/facilities-operations-forms). It must be approved by their department head and/or their Vice Chancellor, and returned to Facilities Operations. * **New Hire Day One Needs**. **Required 5 days in advance:** <http://itsm.uncp.edu/newHireDayOne>   + To be submitted **by the supervisor**. Requests network access, software and other resources a new employee may need for their first day of employment. | | |
| Complete the appropriate DoIT documents to ensure that accounts and access are ready for day one.   * [**Account Creation Service Request**](http://itsm.uncp.edu/AccountCreationSR) **(if required)** * **Banner Account Application Note**: The account by itself will not provide you with any access to data. To access data, email the appropriate Data Stewards using the mailboxes at this link, <https://www.uncp.edu/resources/division-information-technology/banner/banner-data-owners-shared-mailboxes>. The email needs to contain the following information: * The manager’s contact information * The employee's First and Last name * The employee’s username * The employee’s Banner ID * The data that the employee needs access to   The supervisor needs to contact several Data Stewards depending on the data being requested.  The Data Steward will contact the supervisor to get any additional details and will submit the Banner Access Service Request on the employee’s behalf.   * **Listservs.** If your department uses departmental specific Listservs, inform the listserv owner to add your new employee to the list. Need help? **Contact the DoIT Help Desk** [**helpdesk@uncp.edu**](mailto:helpdesk@uncp.edu) **or x6260**. | |
| **PART 2: THE FIRST DAY OF EMPLOYMENT (pertains to on-campus teaching adjuncts)** | |
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| Review the department/office standards, policies and procedures including: (if applicable)   * Work schedule * Operation and use of telephone, copy machine, fax, e-mail, and Internet * Office organization/resources * Mail drop * Customer service philosophy * Emergency procedures and contacts * Confidentiality * Ethics * Code of Conduct * Computer Security * [Brave Alert Program](https://studentaffairs.uncp.edu/police-public-safety/emergency-information/bravealert/) * Other policies and procedures as applicable * Discuss student evaluations | |
| See the department’s organizational chart and its relationship to campus. (see attachment) | |
| Review employee’s work area to ensure needed equipment is in place. (if applicable) | |
| Schedule time for new employee to familiarize themselves with the campus. (as needed) | |
| Ensure new employee completes all Onboarding training modules. | |
| Remind new employee to make appointment to have their headshot made with the university photographer, ext. 4245 (Suite L, Jacobs Hall) (if required by department) | |
| Request employee’s updated contact information; confirm the employee registers to receive Brave Alert messages on BraveWeb, and [sign up for listserv and distribution emails](https://www.uncp.edu/resources/division-information-technology/listservs). | |
| Review the following: (if applicable)   * Office supplies * Office safety issues * Records retention * Other training and support as needed. Contact the Office of Human Resources at 910.521.6279 for any non-departmental training. | |
| **PART 2: THE FIRST MONTH OF EMPLOYMENT** | |
|  | Meet/Phone employee to review:   * Performance standards * Work rules |
|  | Review this Onboarding Checklist with employee. Ensure all activities have been completed. Answer any outstanding questions. Sign completed checklist and submit to the Office of Human Resources. |

**The Onboarding Checklist is intended to be a minimum standard for UNCP onboarding. Supervisors are expected to assess additional onboarding needs in order to appropriately onboard new staff.**

Upon completion, please sign below.

Copies of the Onboarding Checklist should be maintained by the supervisor and the employee. The original completed, signed document should be submitted to the Office of Human Resources for inclusion in the employee’s personnel file no later than 30 days after of employment.

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Employee Signature Date

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Supervisor Signature Date