

NEW EMPLOYEE ONBOARDING EMPLOYEE CHECKLIST



PART 1: BEFORE YOU BEGIN WORK	
<input type="checkbox"/>	Receive and review your appointment letter
<input type="checkbox"/>	Confirm with your supervisor your start date, start time, reporting location, work schedule, and the documents you are required to present on your first day
<input type="checkbox"/>	Foreign Nationals: Determine if your employment authorization documents are current. Report to the Payroll Office located in Lumbee Hall 151 to verify work eligibility.
<input type="checkbox"/>	In order to begin the payroll process, all new hires are required to complete an I-9 Employment Eligibility Verification form and W-4/NC-4 Tax form which must be COMPLETED BEFORE WORK BEGINS. <i>The new I-9 Form requires that no Documents Presented from the Acceptable List of Documents be Expired Documents (example: an Expired Driver's License or Expired Passport). Please note that all List B documents presented must have a photo ID, a requirement of participating in the E-Verify program. Each new employee <u>must provide acceptable employment documentation</u> (see Acceptable Documents) to complete not only the I-9 Employment Eligibility Form, but also the E-Verify electronic verification process (as required by Senate Bill 1523, ratified on July 27, 2006).</i>
PART 2: YOUR FIRST DAY OF EMPLOYMENT	
<input type="checkbox"/>	Provide the following documents on your first day of employment: document(s) for I-9 purposes and SS card for payroll processing
<input type="checkbox"/>	Report to work location for initial meeting with supervisor
<input type="checkbox"/>	Meet other staff members including your Braves Buddy (assigned work partner)
<input type="checkbox"/>	Complete any outstanding Network and Banner Application request forms
<input type="checkbox"/>	Supervisor and/or Braves Buddy will escort you to New Employee Onboarding. <i>Note: It is recommended you arrive <u>at least</u> 15 minutes prior to the scheduled start time to ensure on-time arrival.</i>
<input type="checkbox"/>	Lunch will be provided on your first day
<input type="checkbox"/>	At the conclusion of Day One Onboarding, return to work location to meet with supervisor for departmental onboarding
<input type="checkbox"/>	Receive keys and other required equipment
<input type="checkbox"/>	Tour the work location with supervisor or Braves Buddy; locate rest rooms, vending/break areas, and designated smoking areas

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PART 3: YOUR SECOND DAY OF EMPLOYMENT	
<input type="checkbox"/>	Report to Day Two of New Employee Onboarding
<input type="checkbox"/>	Lunch is on your own or with supervisor and/or Braves Buddy
<input type="checkbox"/>	At the conclusion of Day Two Onboarding, return to work location (if time permits)
PART 4: YOUR FIRST WEEK OF EMPLOYMENT	
<input type="checkbox"/>	Review job description with supervisor
<input type="checkbox"/>	Review your department/office standards, policies and procedures including: <ul style="list-style-type: none"> • Work schedule and process for time entry and leave requests • Operation and use of telephone, copy machine, fax, e-mail, and Internet • Office organization/resources • Campus mail services • Staff meetings • Customer service philosophy • Emergency procedures and contacts • Confidentiality • Ethics • Code of Conduct • Computer Security • Brave Alert Program • Other policies and procedures as applicable
<input type="checkbox"/>	Review the department's organizational chart and its relationship to campus (what does it mean to work in the department/division/UNCP)
<input type="checkbox"/>	Review your work area to ensure needed equipment is in place
<input type="checkbox"/>	Meet with your supervisor and your Braves Buddy to review the first week's activities (if appropriate)
<input type="checkbox"/>	Familiarize yourself with the campus
<input type="checkbox"/>	Identify your key resources for information

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<input type="checkbox"/>	Attend the Environment, Health & Safety (EHS) Onboarding training (Note: you must complete this training within 30 days of employment)
<input type="checkbox"/>	Review/update your contact information, register to receive Brave Alert messages on BraveWeb, and sign up for listserv and distribution emails
<input type="checkbox"/>	Review the following with office personnel if appropriate: <ul style="list-style-type: none"> • After-hours and weekend office access (keys, security codes, etc.) • General review of accounting • Listing of financial account numbers • Travel, reimbursement and credit card • Office supplies • Office safety issues • Records retention • Other training and support as needed
PART 5: YOUR FIRST MONTH OF EMPLOYMENT	
<input type="checkbox"/>	Meet with your supervisor to review: <ul style="list-style-type: none"> • Work plan • Performance standards • Work rules • Core and elective training – Refer to Professional Development Catalog
<input type="checkbox"/>	Attend new employee safety training within 30 days of hire
<input type="checkbox"/>	Ensure you enroll in all applicable benefits prior to the enrollment deadline (within 30 days of your official date of hire)
PART 6: YOUR FIRST THREE MONTHS OF EMPLOYMENT	
<input type="checkbox"/>	Review job description, work plan, performance standards, and work rules
<input type="checkbox"/>	SHRA Employees: Receive Performance Review. EHRA NF Employees: Receive Performance Evaluation Report. Discuss document with your immediate supervisor.

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PART 7: THREE TO TWELVE MONTHS OF EMPLOYMENT	
<input type="checkbox"/>	Meet regularly with supervisor for coaching
<input type="checkbox"/>	Annual Performance Evaluation review with supervisor (SHRA by May 31 and EHRA NF by June 30) Full time faculty receive and review annual evaluations.
PART 8: TWELVE MONTHS OF EMPLOYMENT	
<input type="checkbox"/>	Develop training plan; discuss needs with supervisor
<input type="checkbox"/>	For SHRA employees only: Probationary documentation completed with supervisor
<input type="checkbox"/>	Review this Onboarding Checklist with supervisor. Ensure all activities have been completed. Ask any outstanding questions. Sign completed checklist and submit to supervisor.

The onboarding process is critical for successful employee performance and retention. We want your feedback to help tailor our program and improve our processes. As a new employee, you will receive a New Employee Orientation Survey within the first 90 days of employment. Please take a few minutes to complete the survey. We value your feedback as we strive to improve the UNCP onboarding experience.

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