	PART 1: BEFORE THE EMPLOYEE BEGINS WORK
☐	**New Employee Hardware Needs.** **Required 30 days in advance:** http://itsm.uncp.edu/newEmployeeHardware • To be completed **by the supervisor**. Determines what computer hardware (if any) needs to be ordered for a new hire.
☐	Confirm acceptance of offer, start date, start time, and reporting location.
☐	Send a welcome email to the new employee with the following: • Work schedule • Directions to department • Parking information • Brief information about the department
☐	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. Identify a staff member to act as a work partner or Braves Buddy for the first week.
☐	If the employee possesses or requires a work authorization document, notify Payroll that the new employee will contact Payroll (910-521-6284) to verify work eligibility.

☐	Prepare the new employee's workstation in advance of hire date:
	
	 • Supplies (Office, tools, etc.
	 • Keys
	      o New employees who are issued keys are required to complete a Key Request Form. 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
	      o To be submitted **by the supervisor**. Requests network access, software and other resources a new employee may need for their first day of employment.

☐	Order business cards, name badge, and name plate (if deemed appropriate) and office supplies (calendar, preferred work tools, etc.). **Printing Services Requisitions can be obtained through Printing Services (ext. 5793).**
☐	Complete the appropriate DoIT documents to ensure that accounts and access are ready for day one. • **Account Creation Service Request** (if required) The supervisor will need to fill out an **Account Creation Service Request** in ITSM in order to be able to be **setup to approve timesheets**. • **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.

- **Shared Mailbox Add/Remove Access Application (optional).** If the new employee needs to use or access shared mailboxes and/or calendars in your department, complete this service request.
- **K-Drive Access.** If your department has specific shared network files the employee will need to access, be sure to submit the request for this access. **Contact the DoIT Help Desk helpdesk@uncp.edu or x6260.**
- **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 or x6260**.
- **Mobile Communication Allowance Form** (optional) Mobile phones and devices may be purchased through Verizon or AT &T. If you need assistance choosing the right plan for you, please **contact the Office of the CIO x4340.**

PART 2: THE FIRST DAY OF EMPLOYMENT

☐	Give a warm welcome and discuss the plan for the first day. Confirm the employee has a copy of the Onboarding Checklist.
☐	Introduce the new employee to other staff members and their Braves Buddy (work partner), if appropriate.
☐	Complete any Banner Application request forms and deliver the forms to DoIT Help Desk as soon as possible.
☐	Supervisor or Braves Buddy escorts employee to New Employee Onboarding. *Note: It is recommended the employee arrives at least 10 minutes prior to the scheduled start time to ensure on-time arrival.*
☐	At the conclusion of Day One New Employee Onboarding, the new employee reports back to the supervisor at the Department.
☐	Provide keys or other required equipment.
☐	The supervisor or Braves Buddy gives a tour of the building and the employee's assigned workspace; explain location of rest rooms, vending/break areas and designated smoking areas.
☐	

PART 3: THE SECOND DAY OF EMPLOYMENT
☐ Employee reports to Day Two of New Employee Onboarding at location given by Human Resources.
☐ Employee has lunch on their own or with supervisor and/or Braves Buddy
☐ At the conclusion of Day Two Onboarding, the employee returns to work location (if time permits)

PART 4: THE FIRST WEEK OF EMPLOYMENT
☐ Review position description with employee, obtain employee's signature, and provide a copy to employee
☐ Review the department/office standards, policies and procedures including: • Work schedule and process for time entry and leave request (if applicable) • Operation and use of telephone, copy machine, fax, e-mail, and Internet • Office organization/resources • Mail drop • 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
☐ Review the department's organizational chart and its relationship to campus (what does it mean to work in the department/division/UNCP)
☐ Review employee's work area to ensure needed equipment is in place
☐ Schedule a brief meeting with the employee and the Braves Buddy to review first week's activities (if appropriate)
☐ Schedule time for new employee to familiarize themselves with the campus
☐ Remind new employee to make appointment to have their headshot made with the university photographer, ext. 4245 (Suite L, Jacobs Hall)
☐ 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.

CHANGING LIVES THROUGH EDUCATION

☐	Review the following: • 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. Contact the Office of Human Resources at 910.521.6279 for any non-departmental training.

PART 5: THE FIRST MONTH OF EMPLOYMENT

☐	Meet with employee to review: • Job description • Work plan • Performance standards • Work rules
☐	Attend new employee safety training within 30 days of hire
☐	Attend Title IX Training within 30 days of hire.
☐	Ensure the employee has enrolled in benefits prior to enrollment deadlines provided by OHR.

PART 6: THE FIRST THREE MONTHS OF EMPLOYMENT

☐	Review job description, work plan, performance standards and work rules
☐	Complete initial Performance Review for SHRA employee in the Online Employment System.
☐	Remind your employee to complete the New Employee Onboarding Survey.
☐	At the end of the first three months, complete a quarterly performance review with the employee via the Online Employment System.

PART 7: THREE TO TWELVE MONTHS OF EMPLOYMENT

☐	Coach for success – A significant investment of time can pay huge dividends in the performance and overall success of new employees

☐	Complete annual Performance Evaluation via the Online Employment System. • Faculty by May 1 • SHRA by May 31 • EHRA by June 30

PART 8: TWELVE MONTHS OF EMPLOYMENT

☐	Continue to coach for success
☐	For SHRA employees only: Complete and return probationary documentation received from the Office of Human Resources.
☐	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 the 12th month of employment.

_____   _____

Employee Signature   Date

_____   _____

Supervisor Signature   Date