Ball State University
New Employee Onboarding
Supervisor Checklist

Employee’s Name: ____________________________________________ Start Date: _____________________

Checklist is for personal reference only. Activities are to be completed within the first 30-60 days from the new employee’s start date.
Internal hires need to only complete relevant activates specific to the department.

Prepare For New Employee Before The First Day

☐ Business Cards (Order at least 1-2 weeks before start)
☐ Choose Onboarding coordinator & partner
☐ Collaborate with Onboarding Coordinator
☐ Communicate with new employee (email, call)
☐ Confirm new hire’s orientation date, time, & location
☐ Confirm security access/forms, if applicable
☐ Dept. IT - computer functioning first day
☐ Notify colleagues with new employee’s start date
☐ Parking
☐ Phone and voicemail, if applicable
☐ Relocation—confirm arrival date on campus, if applicable.
☐ Send welcoming message before first day
☐ Workstation Setup (office/desk nameplate, supplies, etc.)

Job Expectations

☐ Discuss individual goals/work plan
☐ Discuss job description & expectations
☐ Discuss timing and process of performance evaluation
☐ Discuss probationary period, if applicable
☐ Discuss relevant timelines (projects, learning curve)
☐ Discuss shadowing co-work, if applicable

Policies and Procedures

☐ Conflict of Interest Information, if applicable
☐ Department customer service expectations
☐ Departmental policies
☐ Departmental procedures
☐ Employee handbook
☐ Office hours
☐ Overtime/comp time policy, if applicable
☐ Sick leave policy
☐ Vacation policy/how to request
☐ Work place do’s & don’ts

Dept. Overview

☐ Department goals, mission, & values, if applicable
☐ Department organizational chart
☐ Department Strategic Plan
☐ Departmental systems access, e.g. SciQuest, INB, Argos, BannerWorks,
  HR-TMS (PeopleAdmin), etc.
☐ Duo (two-factor) Authentication set up, if applicable
☐ Identify customers & frequent contacts - provide face-to-face or email introductions
☐ Location of colleagues’ offices. Conduct face-to-face introductions with new employee
☐ Provide client phone list & inform about BSU online directory.

Administrative/Housekeeping Items

☐ Confirm I-9 completed at Human Resources in AD 350 on first day of employment
☐ Department compliance forms
☐ Department orientation (break area, supply cabinet, bathrooms, etc.)
☐ Emergency building plans
☐ Employee’s work hours & Kronos
Keys
- List of acronyms, if applicable
- List of key phone numbers
- MyBSU - Important Ball State links
- Name badge, if applicable

Training
- Learning & Development Courses
- Lynda.com Access for tutorials

BSU Community
- Athletics Events
- BSU Calendar of Events
- Campus Dining
- Campus Landmarks & Traditions
- Employee Quick Clinic - Health Center
- LA Pittenger Student Center
- Muncie Indiana Transit System (MITS) city buses
- Pruis/Emens, Planetarium, Museum, etc.
- Recreation Center Services
- The Village
- Theatre and Dance Productions
- Working Well - Wellness

On-Boarding Follow Up—schedule sessions for:
- First Week
- 30/45 days
- 90 days Progress Review – Use Progress Review Form to guide discussion
- 6 Month Check-In – Send agenda to employee before scheduled session, if applicable
- 1 Year One-on-One Progress Review – Send Congratulations Email/Note. (This is not the same as the annual HR performance evaluation)

Other—specific to the department or job:
- __________________________________________
- __________________________________________
- __________________________________________