Ball State University
New Employee Onboarding
Employee Checklist

Department ________________________

To be discussed on the employee’s first day. 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 their department.

Before The First Day of Work
☐ BSU ID - Any questions, please contact the ID card office at 765-285-CARD (2273), visit bsu.edu/idcards, or email idcards@bsu.edu.
☐ Purchase parking permit
☐ Complete I-9 online & bring supporting documents to University Human Resource Services, Administration Building, Room 350 on or before your first day of employment
☐ Email account & password

Basics:
☐ Attend New Employee Orientation
☐ Benefits enrollment – within 30 days from start date.
☐ Business cards, if applicable
☐ Coordinate with ongoing projects & assignments
☐ Review Employee handbook
☐ Job specific tour – work area & buildings
☐ Sign for keys, if applicable
☐ Office Hours
☐ Reporting worked or exception time on Kronos
☐ Review overtime policy, if applicable
☐ Security access
☐ Self-Service Banner Access
☐ Sick Leave Policy
☐ Vacation Policy/how to request
☐ Work place Do’s & Don’ts

Are you essential personnel?
Discuss dress code.

Workstation:
☐ Phone/Voicemail
☐ Dept. IT - computer functioning first day
☐ List of Acronyms—including building codes
☐ Locker, if applicable
☐ Office supplies
☐ Office/Desk name plaque, if applicable
☐ Work Station Set up

Discuss work responsibilities/planning with supervisor:
☐ Department or team work plan, if applicable
☐ Individual work plan/goals—general understanding
☐ Job description/expectations
☐ Onboarding “Go-To” Partner
☐ Performance Evaluation plan/expectations
☐ Probationary period, if applicable
☐ Relative timeline (projects & learning curve)
☐ Shadow assigned individual, if applicable
University Information:
- [ ] Campus Map (download APP option available)
- [ ] Campus Tour
- [ ] Emergency Alerts – sign up for text alerts
- [ ] Emergency plans – building & university
- [ ] MyBSU - Important Ball State links
- [ ] Review BSU Employee Guide
- [ ] University mission & vision
- [ ] University policies – see BSU website

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

Department Organizational Overview:
- [ ] Compliance forms, if applicable
- [ ] Department customer service expectations
- [ ] Department goals mission & values
- [ ] Department strategic plan, if applicable
- [ ] Departmental policies
- [ ] Departmental systems & access
- [ ] Duo Authentication (two-factor) set up, if applicable
- [ ] Identify customers & contacts phone list & BSU online directory
- [ ] Department’s organizational chart

On-Boarding Follow Up/Check-In:
- [ ] First Week (complete survey)
- [ ] 30/45 days (complete survey)
- [ ] 90 days Progress Review (complete survey) – Use Progress Review Form to guide discussion, if applicable
- [ ] 6 Month Check-In
- [ ] 1 Year One-on-One (complete survey). This is not the same as the annual HR performance evaluation.

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

Other—specific to the department or job:
- [ ] __________________________________________________________________________
- [ ] __________________________________________________________________________
- [ ] __________________________________________________________________________
- [ ] __________________________________________________________________________