



Supervisor's Checklist for New Employee Onboarding & Engagement

Employees's Name: _____ Title: _____

Supervisor's Name: _____ Title: _____

Focus on the important of the new relationship

_____ After the position has been accepted, contact the new employee at regular intervals.
_____ Communication enables you to begin growing a positive relationship with the new employee.

Provide important first-day information

_____ Date and Time of Arrival

_____ Parking information

_____ Exact reporting location

_____ Dress code details

_____ Documents/Forms that employee should bring on first day of employment

Pre-Arrival Announcement/Meeting

_____ Before the first day, send a formal announcement to the department of the hiring and start date of your new employee to the rest of the staff. This should inform the staff of the new team member, the role, and the relationship to existing team members.



Work Environment

- _____ Prepare new employee's workspace.
- _____ Is it clean and organized?
- _____ Have supplies and equipment been ordered?
- _____ Has the computer been set up?
- _____ Has technical access been established? (email, internet, HCM Cloud)
- _____ Has phone been set up?
- _____ Order business cards, label mailbox, update department directories, organizational chart
- _____ Prepare to welcome your new employee! Provide something to welcome your new employee to the team, such as: a welcome sign, welcome pack with TCNJ tchotchkes to make the work area more inviting.

Introductions/Communications

- _____ Be available when the new employee arrives
- _____ Introduce the employee to colleagues
- _____ Give a department tour (coat closet, supply room, restroom, water/vending machines, break room, refrigerator, emergency exit)
- _____ On the first day, send a Welcome Message/Announcement to new employee. Be sure to copy the department and other key stakeholders
- _____ Meet to discuss the plan for the first day of work. This should be a review of the agenda/schedule that was sent prior to the first day of work.

Familiarization Sessions: Learning the Culture/Required Training

- _____ Schedule time to meet with the new employee on the first day.
- _____ Ensure that there is availability set aside during the first week for interactions with the new employee.
- _____ Schedule any training critical for your new employee to receive within the first two weeks on the job.



_____ Set up appointments to allow employee to meet stakeholders. This should include individuals such as key colleagues/associates within department and across campus and the management team. This can be accomplished by way of team meetings or one-on-one appointments.

Other Important Matters

_____ Compile/Complete any necessary new employee paperwork

_____ Appoint an ambassador/buddy to assist the employee to transition smoothly into TCNJ.

_____ Review the position job description so that you are prepared to discuss with the new hire.

_____ Plan a small task for the new employee to perform on his/her first day to help get the employee comfortable and acclimated.

Policies, Procedures and Paperwork

_____ Develop a training plan and timeline for training.

_____ Review schedule for the week.

Work Environment

_____ Give employee time to obtain a parking permit. (Ambassador/Supervisor to escort to Green Hall)

_____ Provide office keys, and review the campus map

_____ Go over phones, fax, copier, and office supplies

The First Week: Begin Employee Indoctrination/Performance Management

- _____ Schedule employee for a campus tour
- _____ Review key colleagues and prepare new employees for successful one-on-one meetings with each.
- _____ Review the Mission/Strategic Initiatives of the College and the priorities and goals of the department
- _____ Review department and division organization charts.
- _____ Review position description to ensure clear understanding of job duties, responsibilities, and expectations.
- _____ Discuss performance evaluation cycle and process
- _____ Discuss and set goals for the performance year
- _____ Discuss probationary period

Three to Six Months: Focus on Employee Assimilation & Training

- _____ Work with employee to schedule Fundamental in HR training. Content may be found on the HR Learning and Development website