



## New Employee Onboarding Checklist

This checklist is designed to assist with the department’s orientation process. Onboarding is a long-term process that should begin before an employee’s start date and continues for at least six months. This Checklist is organized chronologically and is intended to help hiring managers prepare for the arrival of new employees. Once an employee starts, he/she can work together with the hiring manager and an onboarding peer\* to complete the checklist. The hiring manager may add additional activities that are relevant to the new employee’s area. Internal transfer employees may omit items that are not applicable.

*\*An onboarding peer is a colleague of the new employee who can assist in the onboarding process and be a “go-to” person for questions and advice. The manager would select and introduce the onboarding peer to the new employee.*

<b>Employee Name:</b>	
<b>Job Title:</b>	<b>Hire Date:</b>
<b>Onboarding Peer:</b>	
<b>Hiring Manager:</b>	

Prior to Start Date	Who Initiates	Date Completed
<input type="checkbox"/> Complete the web contract process	Hiring Manager	
<input type="checkbox"/> Print the New Employee Onboarding Checklist after review and customization.	Hiring Manager	
<input type="checkbox"/> Confirm the offer letter has been sent to the new employee. Call to officially welcome the new employee to UNLV after confirmation of acceptance and provide critical first day information: when to arrive (day and time), where to park and report, what documents to bring, and what the schedule will be like.	Hiring Manager	
<input type="checkbox"/> Provide the new employee with a contact in the event of a question or issue.	Hiring Manager	
<input type="checkbox"/> Set up the new employee’s office.	Hiring Manager	
<input type="checkbox"/> Order keys, business cards, and computer; request an email account.	Hiring Manager	
<input type="checkbox"/> Create an onboarding schedule for the new employee.	Hiring Manager	
<input type="checkbox"/> Assign an onboarding peer for the new employee’s first two months on the job.	Hiring Manager	
<input type="checkbox"/> Required documents such as Form I-9, W4, & SSA 1945	Hiring Manager	

<p>must be completed. Required documents can be obtained here: <a href="http://www.unlv.edu/hr/contracts/required-hiring-docs">http://www.unlv.edu/hr/contracts/required-hiring-docs</a></p> <ul style="list-style-type: none"> <li>○ For classified employees, schedule a meeting with Human Resources for required document completion within three days of hire date.</li> <li>○ For professional and academic employees, required documents will be completed within the department.</li> </ul>		
<input type="checkbox"/> Schedule a Benefits Enrollment Class: <a href="http://www.unlv.edu/hr/benefits/enrollment-class">http://www.unlv.edu/hr/benefits/enrollment-class</a> or call 895-3504. <ul style="list-style-type: none"> <li>○ Other topics covered in the Benefits Enrollment Class include: retirement, health insurance, Rebel Card, payroll (and direct deposit), and the F.A.S.T. clinic.</li> </ul>	Hiring Manager	
<input type="checkbox"/> Send an announcement via email to the department announcing the new hire and start date and update any applicable organizational charts.	Hiring Manager	
<b>The First Day</b>	<b>Who Initiates</b>	<b>Date Completed</b>
<input type="checkbox"/> Introduce the new employee to colleagues.	Hiring Manager	
<input type="checkbox"/> Provide the new employee with a UNLV folio, complete with welcome letter and other UNLV related items.	Hiring Manager	
<input type="checkbox"/> Assign a desk, computer, and phone, if applicable.	Hiring Manager	
<input type="checkbox"/> Discuss procedures for scheduling time off and unexpected absences.	Hiring Manager	
<input type="checkbox"/> For classified employees, discussion of the classified handbook.	Hiring Manager	
<input type="checkbox"/> For professional and academic employees, discuss the NSHE handbook.	Hiring Manager	
<input type="checkbox"/> Contact the Office of Compliance to have the new employees name added to LawRoom. This site will be the source of Title IX Training which includes harassment prevention training. <a href="http://www.unlv.edu/hr/sexual-harassment-prevention">http://www.unlv.edu/hr/sexual-harassment-prevention</a>	Hiring Manager	
<input type="checkbox"/> Review work schedule, pay schedule, i-Leave and overtime policy (if applicable).	Hiring Manager	
<input type="checkbox"/> Review Emergency Drill procedures.	Hiring Manager	
<input type="checkbox"/> Review appropriate attire for the workplace.	Hiring Manager	
<input type="checkbox"/> Go over phones, fax, copier, office supplies, etc.	Peer	
<input type="checkbox"/> Provide UNLV computer orientation at desk (computer sign-in, shared network drives, UNLVMail, listserv subscriptions, school/department websites, etc.)	Peer	
<input type="checkbox"/> Discuss mailboxes and procedure for inter-campus mail.	Peer	

<input type="checkbox"/> Give a department and building tour.	Peer	
<input type="checkbox"/> Obtain a permanent parking permit from the parking office: <a href="http://www.unlv.edu/parking">http://www.unlv.edu/parking</a>	Employee	
<input type="checkbox"/> Arrange a welcome lunch for the new employee.	Hiring Manager	
<b>Within the First Week</b>	<b>Who Initiates</b>	<b>Date Completed</b>
<input type="checkbox"/> After HR Employee Contract is approved:	Employee	
<input type="checkbox"/> The employee ID number is assigned and can be found by calling (702) 895-3504 or through the Employee ID Search: <a href="http://hrfs.nevada.edu/eis/eidsearch.aspx">http://hrfs.nevada.edu/eis/eidsearch.aspx</a>		
<input type="checkbox"/> The employee's ACE account is created automatically and delivered to the email address provided during the application process. ACE accounts are used for WebCampus, Campus computers, iLeave, Munis, Archibus, UNLVMail, etc.		
<input type="checkbox"/> Complete FERPA Tutorial, Security Form, and designated training. After completion, the new employee will receive their NSHE ID number and password via email.	Employee	
<input type="checkbox"/> Complete Title IX Training via LawRoom	Employee	
<input type="checkbox"/> Schedule a time to attend New Faculty & Staff Orientation: <a href="http://provost.unlv.edu/nfpso.html">http://provost.unlv.edu/nfpso.html</a>	Employee	
<input type="checkbox"/> After NSHE ID number is received, obtain a Rebel ID Card by bringing in employment contract and valid photo ID to the Rebel Card Office in the Student Union.	Employee	
<input type="checkbox"/> Review job responsibilities, competencies, and expectations.	Hiring Manager	
<input type="checkbox"/> Review performance feedback and appraisal process.	Hiring Manager	
<input type="checkbox"/> Review department's mission, strategy, values, functions, and procedures; organization of the department; critical members of the department; departmental staff directory, calendar, confidentiality of information; emergency regulations, health and safety training.	Hiring Manager	
<input type="checkbox"/> Explore the EQUUS Employee Self Service System website: <a href="https://mustang.nevada.edu/hrip/unlvlog.htm">https://mustang.nevada.edu/hrip/unlvlog.htm</a>	Employee	
<input type="checkbox"/> If applicable, arrange a campus tour.	Employee	
<input type="checkbox"/> If applicable, submit the appropriate forms for employee access to Advantage/Data Warehouse or HRMS: <a href="https://webapps.oit.unlv.edu/securitywebforms/">https://webapps.oit.unlv.edu/securitywebforms/</a>	Hiring Manager	

<input type="checkbox"/> If supervising Classified Employees, schedule for state of Nevada mandatory supervisory courses: <a href="http://hr.nv.gov/Sections/EmployeeManagement/OED/Mandatory_Supervisory_Courses/">http://hr.nv.gov/Sections/EmployeeManagement/OED/Mandatory_Supervisory_Courses/</a>	Hiring Manager	
<b>Within Two Weeks</b>		
<input type="checkbox"/> Schedule a weekly or monthly meeting to touch base with a supervisor.	Hiring Manager	
<input type="checkbox"/> Overview of budget and finance procedures (if applicable).	Hiring Manager	
<input type="checkbox"/> Review of Finance and Business Operations Guide (if applicable).	Hiring Manager	
<input type="checkbox"/> Review the Administrative and Academic Faculty Guidebook: <a href="http://www.unlv.edu/sites/default/files/page_files/27/AcademicAdministrativeFacultyReferenceGuide2015-2016.pdf">http://www.unlv.edu/sites/default/files/page_files/27/AcademicAdministrativeFacultyReferenceGuide2015-2016.pdf</a>	Employee	
<input type="checkbox"/> Review the State of NV Employee Handbook: <a href="http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/Publications/Employee_Handbook.pdf">http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/Publications/Employee_Handbook.pdf</a>	Employee	
<input type="checkbox"/> Complete OIT training: <a href="http://oit.unlv.edu/help/training">http://oit.unlv.edu/help/training</a>	Employee	
<b>Within the First Month</b>		
<input type="checkbox"/> Review and clarify performance objectives and expectations after the first month.	Hiring Manager	
<input type="checkbox"/> Set up a brief meeting with department's head (Director, Dean, or Vice President)	Hiring Manager	
<b>Within Three Months</b>		
<input type="checkbox"/> Review and discuss the staff member's performance objectives	Hiring Manager	
<input type="checkbox"/> Complete three month performance evaluation for classified staff	Hiring Manager	
<b>Fifth and Sixth Months</b>		
<input type="checkbox"/> Review performance objectives and progress	Hiring Manager	
<input type="checkbox"/> Discuss completed training and training planned for the future	Hiring Manager	
<b>Seven</b>		
	<b>Who</b>	<b>Date</b>

<b>Months</b>	<b>Initiates</b>	<b>Completed</b>
<input type="checkbox"/> Complete seven month performance evaluation for classified staff	Hiring Manager	
<b>Eleven Months</b>	<b>Who Initiates</b>	<b>Date Completed</b>
<input type="checkbox"/> Complete eleven month performance evaluation for classified staff	Hiring Manager	

Once complete, this checklist should be signed by the employee, the onboarding peer, and hiring manager. A copy should be provided to the employee with the original retained by the hiring manager.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hiring Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Onboarding Peer's Signature

\_\_\_\_\_  
Date