



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 coordinator* 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. If there is something you need more information about that is not included on this checklist, you are invited to ask any questions to your hiring manager.

**An onboarding coordinator 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.*

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|-------------------------|-------------------|
| Employee Name: | |
| Business Title: | Hire Date: |
| Onboarding Peer: | |
| Hiring Manager: | |

| Applies To | Prior to Start Date | Who Initiates | Date Completed |
|-----------------------------------|---|----------------|----------------|
| All Employees | <input type="checkbox"/> Initiate Hire Business Process in Workday | Hiring Manager | |
| Academic & Administrative Faculty | <input type="checkbox"/> Confirm the offer letter has been sent to the new employee. <input type="checkbox"/> 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 | |
| Academic Faculty | <input type="checkbox"/> Provide the new hire information to Faculty Affairs (for orientation purposes) | Hiring Manager | |
| Academic Faculty | <input type="checkbox"/> Add college/department welcome letter and/or swag to the Academic Faculty | Hiring Manager | |

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| | <p>welcome packets provided by Faculty Affairs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send out new to new hires (Ideally prior to the arrival of the new faculty member) | | |
| Academic Faculty | <ul style="list-style-type: none"> <input type="checkbox"/> Curriculum Vitae - update and send an electronic copy to your new Dept/Unit as soon as possible (including new local address and telephone number). NOTE: Some Colleges/Schools require a copy also be forwarded to the Dean. | Employee | |
| All Employees | <ul style="list-style-type: none"> <input type="checkbox"/> Provide the new employee with a contact in the event of a question or issue. | Hiring Manager | |
| All Employees | <ul style="list-style-type: none"> <input type="checkbox"/> Set up the new employee's office/workspace. | Hiring Manager | |
| All Employees | <ul style="list-style-type: none"> <input type="checkbox"/> Order keys, business cards, and computer; request an email account, telephone, and cellphone if applicable. | Hiring Manager | |
| All Employees | <ul style="list-style-type: none"> <input type="checkbox"/> Create an onboarding schedule for the new employee. | Hiring Manager | |
| All Employees | <ul style="list-style-type: none"> <input type="checkbox"/> Assign an onboarding peer for the new employee's first two months on the job. | Hiring Manager | |
| All Employees | <ul style="list-style-type: none"> <input type="checkbox"/> Schedule a Benefits Enrollment Class: http://www.unlv.edu/hr/benefits/enrollm-ent-class or call 895-3504. <ul style="list-style-type: none"> o 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. | Hiring Manager | |
| All Employees | <ul style="list-style-type: none"> o Send an announcement via email to the department announcing the new hire and start date and update any applicable organizational charts and faculty websites is applicable. | Hiring Manager | |
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| | The First Day | Who Initiates | Date Completed |
| All Employees | Introduce the new employee to colleagues. | Hiring Manager | |
| All Employees | <ul style="list-style-type: none"> <input type="checkbox"/> Provide the new employee with a UNLV folio, complete with welcome letter and other UNLV related items. (Academic Faculty may have already received their folio from Faculty Affairs) | Hiring Manager | |

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| All Employees | <ul style="list-style-type: none"> <input type="checkbox"/> Assign a desk, computer, and phone, if applicable. | Hiring Manager | |
| All Employees | <ul style="list-style-type: none"> <input type="checkbox"/> Discuss policy/procedures for scheduling time off and unexpected absences. <input type="checkbox"/> Discuss policy/procedures for reporting leave and business related travel [academic faculty] | Hiring Manager | |
| Classified Staff | <ul style="list-style-type: none"> <input type="checkbox"/> For classified employees, discussion of the classified handbook. | Hiring Manager | |
| Academic & Administrative Faculty | <ul style="list-style-type: none"> <input type="checkbox"/> Share links for the NSHE handbook, and UNLV Bylaws. <input type="checkbox"/> The NSHE Handbook is maintained on the NSHE website at http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/ <input type="checkbox"/> The UNLV Bylaws on the Faculty Senate website at http://facultysenate.unlv.edu/unlv-bylaws | Hiring Manager | |
| All Employees | <ul style="list-style-type: none"> <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. http://www.unlv.edu/hr/sexual-harassment-prevention | Hiring Manager | |
| All Employees | <ul style="list-style-type: none"> <input type="checkbox"/> Review work schedule, pay schedule, time off and overtime policy (if applicable). | Hiring Manager | |
| Academic & Administrative Faculty | <ul style="list-style-type: none"> <input type="checkbox"/> Review unit bylaws with all new faculty. Dept/Unit – Please notify the faculty member where they can obtain copies of the College/School and/or Dept/Unit bylaws. Generally copies are available in the Dept/Unit offices, and some may be available online. | | |
| Academic Faculty | <ul style="list-style-type: none"> <input type="checkbox"/> Share the semester memo which contains policies for faculty and teaching staff found at: http://www.unlv.edu/policies in the Executive Vice President & Provost section, Semester Memos. | | |

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| Academic & Administrative Faculty | <input type="checkbox"/> Faculty Member – Please refer to the Faculty Senate website for information http://facultysenate.unlv.edu . | | |
| All Employees | <input type="checkbox"/> Review Emergency Drill procedures. | Hiring Manager | |
| All Employees | <input type="checkbox"/> Review appropriate attire for the workplace. | Hiring Manager | |
| All Employees | <input type="checkbox"/> Go over phones, fax, copier, office supplies, etc. | Peer | |
| All Employees | <input type="checkbox"/> Provide UNLV computer orientation at desk (computer sign-in, shared network drives, UNLV Mail, listserv subscriptions, school/department websites, etc.) | Peer | |
| All Employees | <input type="checkbox"/> Discuss mailboxes and procedure for inter-campus mail. | Peer | |
| All Employees | <input type="checkbox"/> Give a department and building tour. | Peer | |
| All Employees | <input type="checkbox"/> Obtain a permanent parking permit from the parking office: <input type="checkbox"/> Employee will need to be hired in Workday before permit is available for purchase. Temporary parking permits are issued by Human Resources and available for 10 calendar days. <input type="checkbox"/> http://www.unlv.edu/parking | Employee | |
| All Employees | <input type="checkbox"/> Arrange a welcome lunch for the new employee. | Hiring Manager, Department Chair | |
| | Within the First Week | Who Initiates | Date Completed |
| All Employees | After HR Employee Contract is approved: | Employee | |
| All Employees | <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 Workday, Campus computers, Archibus, UNLVMail, etc. | Employee/IT | |
| All Employees | <input type="checkbox"/> The employee ID number is assigned and can by login into Workday and viewing your profile under Job Details. | | |

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| All Employee | <input type="checkbox"/> Employee will use ACE account to login to Workday and initiate the Onboarding business process. Included in the onboarding business process is: <ul style="list-style-type: none"> ○ I-9 ○ Withholding Elections (W-4) ○ Payment Elections (Direct Deposit) ○ Unpaid Compensation Beneficiary and SSA-1945 ○ Submit Education ○ Benefit Elections | Employee | |
| All Employees | <input type="checkbox"/> Employee will attend the Benefit Enrollment Class that was scheduled by the department during the Hire. Topics covered in class are: <ul style="list-style-type: none"> ○ UNLV Resources ○ Workday into ○ Benefits (including PEBP health insurance, voluntary benefits, retirement) ○ Safety Training | Employee | |
| All Employees | <input type="checkbox"/> Schedule a time to attend New Faculty & Staff Orientation: http://provost.unlv.edu/nfppo.html | Employee | |
| All Employees | <input type="checkbox"/> After NSHE ID number is received, obtain a Rebel ID Card bringing valid photo ID and NSHE ID # to the Rebel Card Office in the Student Union. | Employee | |
| All Employees | <input type="checkbox"/> Review job responsibilities, competencies, and expectations. | Hiring Manager | |
| All Employees | <input type="checkbox"/> Review performance feedback and appraisal process. | Hiring Manager | |
| All Employees | <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 | |
| All Employees | <input type="checkbox"/> If applicable, arrange a campus tour. | Employee | |
| All Employees | <input type="checkbox"/> If supervising Classified Employees, schedule for state of Nevada mandatory supervisory courses: | Hiring Manager | |

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| | <input type="checkbox"/> http://hr.nv.gov/Sections/EmployeeManagement/OED/Mandatory_Supervisory_Courses/ | | |
| All Employees | <input type="checkbox"/> Disability Resource Center (DRC) the Executive Vice President and Provost posts an electronic memorandum prior to the beginning of each semester related to “Minimum Criteria for Syllabi.” This includes a statement related to DRC’s services to include in your syllabus | | |
| | Within Two Weeks | Who Initiates | Date Completed |
| All Employees | <input type="checkbox"/> Schedule a weekly or monthly meeting to touch base with a supervisor. | Hiring Manager | |
| All Employees | <input type="checkbox"/> Overview of budget and finance procedures (if applicable). | Hiring Manager | |
| All Employees | <input type="checkbox"/> Review of Finance and Business Operations Guide (if applicable). | Hiring Manager | |
| All Employees | <input type="checkbox"/> Review the Administrative and Academic Faculty Reference Guide: http://www.unlv.edu/sites/default/files/page_files/27/AcademicAdministrativeFacultyReferenceGuide2015-2016.pdf | Employee | |
| Classified Employees | <input type="checkbox"/> Review the State of NV Employee Handbook: http://hr.nv.gov/uploadedFiles/hrnv.gov/Content/Resources/Publications/Employee_Handbook.pdf | Employee | |
| All Employees | <input type="checkbox"/> Complete OIT training: http://oit.unlv.edu/help/training | Employee | |
| | Within the First Month | Who Initiates | Date Completed |
| All Employees | <input type="checkbox"/> Review and clarify performance objectives and expectations after the first month. | Hiring Manager | |
| All Employees | Set up a brief meeting with department’s head (Director, Dean, or Vice President) | Hiring Manager | |

| | Within Three Months | Who Initiates | Date Completed |
|------------------|--|--------------------------------------|---------------------------|
| All Employees | <input type="checkbox"/> Review and discuss the staff member's performance objectives <input type="checkbox"/> Complete three month performance evaluation for classified staff | Hiring Manager Hiring Manager | |
| | Fifth and Sixth Months | Who Initiates | Date Completed |
| All Employees | <input type="checkbox"/> Review performance objectives and progress | Hiring Manager | |
| All Employees | <input type="checkbox"/> Employee will receive and email from the Office of Compliance to complete Title IX Training via LawRoom. | Employee | |
| All Employees | Discuss completed training and training planned for the future | Hiring Manager | |
| | Seven Months | Who Initiates | Date Completed |
| Classified Staff | <input type="checkbox"/> Complete seven month performance evaluation for classified staff | Hiring Manager | |
| | Eleven Months | Who Initiates | Date Completed |
| Classified Staff | <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