



## New Employee Onboarding Checklist for Administrative Faculty

Onboarding, as a first-year experience, allows us to develop a relationship with the new employee in a way that supports and fulfills the employee and results in their increased engagement, retention, and productivity. This checklist is intended to serve as a starting point for you (the department) to welcome and help orient your new employee(s) through a meaningful process.

Before a new employee starts, the supervisor or hiring manager is encouraged to pair the new employee with an onboarding colleague who will work together with the new employee to complete the checklist and act as a “go-to” person for work-related questions and advice. Additional activities should be included that are relevant to the new employee’s area.

Open communication between the supervisor, new employee, and onboarding colleague is crucial to everyone’s success.

<b>New Employee Name:</b>	<b>Start Date:</b>
<b>New Employee Business Title:</b>	
<b>Onboarding Colleague:</b>	
<b>Supervisor of the New Employee:</b>	

<b>Prior to the First Day</b>	<b>Who Initiates</b>	<b>Date Completed</b>
<input type="checkbox"/> Initiate Hire Business Process in Workday	Hiring Manager	
<input type="checkbox"/> Confirm the offer letter has been sent to the new employee	Hiring Manager	
<input type="checkbox"/> Contact the new employee after confirmation of acceptance with a warm welcome and provide critical first day information: when to arrive (day and time), where to park and report, what documents to bring (applicable dependent marriage and birth certificate(s) for benefits), and review appropriate attire for the workplace, provide the new employee with a contact in the event of a question, and tell the employee to bring in identification for their first day for the I-9	Hiring Manager or Supervisor	
<input type="checkbox"/> Set up the new employee’s office/workspace: assign a desk, computer, and phone, if applicable; order keys, business cards, and computer; set up telephone, and cell phone if applicable	Hiring Manager or Supervisor	
<input type="checkbox"/> Assign an onboarding Colleague for the new employee’s first two months on the job	Hiring Manager or Supervisor	
<input type="checkbox"/> Schedule a Benefits Enrollment Class: Call 895-3504. Topics covered in the Benefits Enrollment Class include: Benefits (including PEBP health insurance, voluntary benefits, retirement), Safety Training, and UNLV Resources	Hiring Manager or Supervisor	

<input type="checkbox"/> Send an announcement via email to the department announcing the new hire and start date and update any applicable organizational charts and websites	Hiring Manager or Supervisor	
<b>First Day</b>	<b>Who Initiates</b>	<b>Date Completed</b>
<input type="checkbox"/> Introduce the new employee to colleagues and arrange a welcome lunch	Hiring Manager or Supervisor	
<input type="checkbox"/> Discuss policy/procedures for scheduling time off, unexpected absences, reporting leave, and reporting business travel; review appropriate attire for the workplace; review Emergency procedures	Hiring Manager or Supervisor	
<input type="checkbox"/> Go over phones, fax, copier, office supplies, etc. Discuss mailboxes and procedure for inter-campus mail; provide a general UNLV computer orientation at desk (computer sign-in, shared network drives, UNLV Mail, listserv subscriptions, school/department websites, etc.); give a department and building tour	Colleague	
<input type="checkbox"/> Learn about shared governance and visit the Faculty Senate website at <a href="http://facultysenate.unlv.edu">http://facultysenate.unlv.edu</a> and <a href="https://www.unlv.edu/afc">https://www.unlv.edu/afc</a>	Employee	
<input type="checkbox"/> The NSHE Handbook is maintained on the NSHE website at <a href="http://system.nevada.edu/Nshe/index.cfm/administration/board-ofregents/handbook/">http://system.nevada.edu/Nshe/index.cfm/administration/board-ofregents/handbook/</a>	Employee	
<input type="checkbox"/> The UNLV Bylaws on the Faculty Senate website at <a href="http://facultysenate.unlv.edu/unlvbylaws">http://facultysenate.unlv.edu/unlvbylaws</a>	Employee	
<input type="checkbox"/> Temporary parking permits are issued by Human Resources and available for 10 calendar days; obtain a permanent parking permit from the parking office: Employee will need to be hired in Workday before permit is available for purchase <a href="http://www.unlv.edu/parking">http://www.unlv.edu/parking</a>	Employee	
<b>First Few Days</b>	<b>Date</b>	<b>Date Completed</b>
<input type="checkbox"/> Employee will use their 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"> <li>o I-9</li> <li>o Withholding Elections (W-4)</li> <li>o Payment Elections (Direct Deposit)</li> <li>o Unpaid Compensation</li> <li>o Beneficiary</li> <li>o Submit Education</li> <li>o Benefit Elections</li> </ul>	Employee	
<input type="checkbox"/> Employee will attend the Benefit Enrollment Class. Topics covered in class are: Benefits (including PEBP health insurance, voluntary benefits, retirement), Safety Training, and UNLV Resources	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"/> Review job responsibilities, competencies, and expectations; Review performance feedback and appraisal process	Supervisor	

<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; and health and safety training	Hiring Manager or Supervisor	
<input type="checkbox"/> If supervising Classified Employees, arrange for state of Nevada mandatory supervisory courses	Hiring Manager or Supervisor	
<input type="checkbox"/> Go to: <a href="https://www.unlv.edu/hr/sexual-harassment-prevention">https://www.unlv.edu/hr/sexual-harassment-prevention</a> and follow the directions to request a LawRoom account and complete the required training for Sexual Harassment Prevention	Employee	
<b>First Month</b>	<b>Who Initiates</b>	<b>Date Completed</b>
<input type="checkbox"/> Obtain your RebelCard University ID by bringing a valid state issued photo ID and your NSHE ID # to the RebelCard Office in the Student Union. You will find your NSHE ID # in Workday. Call HR at 702-895-3504 for assistance	Employee	
<input type="checkbox"/> Review and clarify performance objectives and expectations after the first month	Supervisor	
<input type="checkbox"/> Set up a brief meeting with department or unit head	Supervisor	
<b>Third Month</b>	<b>Who Initiates</b>	<b>Date Completed</b>
<input type="checkbox"/> Review and discuss the staff member's performance objectives	Supervisor	
<b>Sixth Month</b>	<b>Who Initiates</b>	<b>Date Completed</b>
<input type="checkbox"/> Review performance objectives and progress	Supervisor	
<input type="checkbox"/> Discuss completed training and training planned for the future	Supervisor	
<b>Twelfth Month</b>	<b>Who Initiates</b>	<b>Date Completed</b>
<input type="checkbox"/> Complete twelve month performance evaluation	Supervisor	

Once complete, this checklist should be signed by the employee, the onboarding colleague, 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 Colleague's Signature

\_\_\_\_\_  
Date