



New Employee Onboarding Checklist for Classified Staff

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.

New Employee Name:	Start Date:
New Employee Business Title:	
Onboarding Colleague:	
Supervisor of the New Employee:	

Prior to the First Day	Who Initiates	Date Completed
<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 with start date and update any applicable organizational charts and websites	Hiring Manager or Supervisor	
First Day	Who Initiates	Date Completed
<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 and unexpected absences. Review work schedule, pay schedule, time off and overtime policy (if applicable); 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 the Classified Staff Council at www.unlv.edu/cscouncil	Employee	
<input type="checkbox"/> The NSHE Handbook is maintained on the NSHE website at http://system.nevada.edu/Nshe/index.cfm/administration/board-ofregents/handbook/	Employee	
<input type="checkbox"/> The UNLV Bylaws on the Faculty Senate website at http://facultysenate.unlv.edu/unlvbylaws	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 http://www.unlv.edu/parking	Employee	
First Few Days	Who Initiates	Date Completed
<input type="checkbox"/> Employee will use their ACE account to log in to Workday and initiate the Onboarding business process. Included in the onboarding business process is: <ul style="list-style-type: none"> o I-9 o Withholding Elections (W-4) o Payment Elections (Direct Deposit) o Unpaid Compensation Beneficiary o Submit Education o Benefit Elections 	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"/> Review job responsibilities, competencies, and expectations. Review performance feedback and appraisal process.	Hiring Manager or 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, schedule for state of Nevada mandatory supervisory courses	Hiring Manager or Supervisor	

