Departmental Onboarding Checklist for Supervisors

Preparation prior to first day

- ☐ 1. Ensure workspace has been identified and all necessary equipment/supplies are present and in working condition.
- ☐ 2. Inform colleagues and co-workers of new employee's start date.
- ☐ 3. Make necessary accommodations under the Americans with Disabilities Act (ADA) have been made through the Benefits Manager (if appropriate).
- ☐ 4. Add employee to email distributions and listservs
- ☐ 5. Discuss the following topics with incoming employee:
  - ☐ a. Building access procedures– Supervisor should create a work order via SchoolDude to request keys. Supervisor will be notifed when keys are ready for in-person pickup at Campus Police, where he/she will be asked sign for the receipt of keys.
  - ☐ b. Work Hours and break periods
  - ☐ c. Restroom and break room facilities
  - ☐ d. Nearby parking facilities and policy. See the University Map, Directions and Parking website.
  - ☐ e. Recommended work attire

Meet and greet during the first week

- ☐ 1. Discuss PASSHE/university hierarchy, overview of departmental functions and organizational chart (colleges and divisions) with new employee.
- ☐ 2. Review the duties, responsibilities and position description with new employee.
- ☐ 3. Discuss work expectations, performance standards and probationary period with new employee.
- ☐ 4. Give a tour of the department including:
  - ☐ a. Introduction to colleagues and co-workers
  - ☐ b. Issue keys to office/department/storage etc
  - ☐ c. Emergency evacuation procedures
  - ☐ d. Bathrooms/break areas/smoking areas
- ☐ 5. Give a tour of campus and neighboring attractions.
- ☐ 6. Review travel procedures…see Travel Services website
- ☐ 7. Define Essential Employees…see Inclement Weather website
- ☐ 8. Discuss role of University Police, provide contact and website
- ☐ 9. Remind new employee to complete annual training on Protection of Minors and Title IX via GetInclusive.

Introduction to technology and systems training

- ☐ 1. Review network login procedures. (Instructions provided to new employee in NEOGOV on how to activate their network access.)
- ☐ 2. Review IUP website, contents and search capabilities, such as A-Z Index and Find People
- ☐ 3. Introduce the IT Support Center website including the following pages:
  - ☐ a. Technology Guide for Employees for a listing of quick help information and links
  - ☐ b. Accounts and Passwords webpage for quick reference on common passwords issues
  - ☐ c. Personal Mobile Devices webpage for assistance setting up wireless or email access on mobile devices
  - ☐ d. How to submit an "iHelp" ticket
- ☐ 4. Review login and contents of university intranet, MYIUP
- ☐ 5. Introduce the Human Resources website including the following pages:
  - ☐ a. AskHR webform for general inquiries which are routed to the Office of Human Resources
  - ☐ b. Employee Resources website for address changes, holiday schedule, employment verification information, etc
  - ☐ c. Benefits webpage for information on medical, dental, vision, leave, tuition waiver and other insurances/benefits
  - ☐ d. Labor Relations webpage for bargaining unit information and links
  - ☐ e. Supervisor Resources webpage if the new employee will be supervising others
  - ☐ f. Policies webpage to familiarize the new employee with certain university, Board of Governors and Commonwealth policies
- ☐ 6. Review ESS login procedures and how to…
  - ☐ a. Update emergency contact and campus address
  - ☐ b. Enroll in automatic text notification for university emergencies
  - ☐ c. Enroll in Benefits….see Benefits webpage for additional information
  - ☐ d. Request time off work
  - ☐ e. Enroll in direct deposit, access paystubs, change W4 and enroll in electronic W2
- ☐ 7. Review university email, both through Outlook and Office 365, including how to…
  - ☐ a. Use campus directory to find email addresses
  - ☐ b. Use the calendar feature to schedule meetings and reserve conference rooms
- ☐ 8. Enroll in or conduct training on systems to be used in daily activities such as…
  - ☐ a. Banner…see Banner Resources webpage
  - ☐ b. D2L…see Desire2Learn webpage
  - ☐ c. SAP…see Office of Financial Operations webpage
  - ☐ d. CMS/Ektron if new employee will be a web maintainer…see Digital Team webpage
  - ☐ e. SchoolDude for maintenance work orders…see Facilities webpage
  - ☐ f. Procurement for departmental purchases…see Procurement Services website