

# Departmental Onboarding Checklist for Supervisors

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## Preparation prior to first day

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- 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 Asset Essentials to request keys. Supervisor will be notified 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

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- 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

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- 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](#)
- 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/Cascade if new employee will be a web maintainer...see [Digital Team webpage](#)
  - e. Asset Essentials for maintenance work orders...see [Facilities webpage](#)
  - f. Procurement for departmental purchases...see [Procurement Services website](#)