TEXAS A&M UNIVERSITY COMMERCE

# DEPARTMENT ONBOARDING TASKS

This list is not all inclusive but will assist in making the onboarding process for the new employee as efficient as possible with the least amount of down time. This form will also help as a reference tool in the event of offboarding for the employee.

| | |
|---|---|
| Employee Name: _____ _____ _____<br>*First (Given Name)* *Middle* *Last (Family Name)*<br><br>Start date: _____ | ☐ UIN _____<br>☐ CWID _____ |

**To be Completed BEFORE start date of new employee:**

- ☐ Prepare office space
- ☐ Office # _____
- ☐ Request Keys from the Facilities Management & Support Services (Key Request Form)
- ☐ Request Door Access from Auxiliary Services (Door Access Form)
- ☐ Furniture and furniture keys (if available)
- ☐ Computer - Inventory # _____
- ☐ Telephone – Phone # _____
- ☐ Center for IT Excellence (Systems Access Form)
  - ☐ AD Account _____
  - ☐ Email _____
  - ☐ Shared Drives _____
  - ☐ Shared Printers _____
  - ☐ Other _____
  - ☐ Other _____
  - ☐ Other _____
  - ☐ Other _____
- ☐ Order Business cards, nameplate and name badge
- ☐ Provide / order office supplies

**To be completed ON or AFTER start date of new employee:**

- ☐ Update Departmental Organizational Chart, Website, Directory, etc.
- ☐ Schedule training for job duties use of systems as necessary (Workday, Mane Market, Concur, Procurement card, etc.)
- ☐ Add to any or all of the following:
  - ☐ Master Calendar
  - ☐ Email Contact Lists
  - ☐ Phone list
  - ☐ Groups/Committees
  - ☐ Other _____
  - ☐ Other _____
- ☐ Office and/or Campus Tour / Employee Introductions
- ☐ Fire Drill / Evacuation Plans
- ☐ Department/University Culture, conduct & appearance and expectations
- ☐ Review position description to establish Performance goals, review expectations and timeline
- ☐ Discuss Training, Professional Development and committee opportunities
- ☐ Review Pay Periods (Bi-weekly, monthly)
- ☐ Outline expectations for office hours, lunch, overtime, request for leave

**FACULTY ONLY:**

- ☐ Obtain Class Syllabi & CV with **NO** personal contact information listed and upload to website