



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: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> First (Given Name) Middle Last (Family Name) </div>	<input type="checkbox"/> UIN _____ <input type="checkbox"/> CWID _____ Assigned by Human Resources
Start date: _____	

<p>To be Completed BEFORE start date of new employee:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare office space <input type="checkbox"/> Office # _____ <input type="checkbox"/> Request Keys from the Department of Campus Operations & Safety (Key Request Form) <input type="checkbox"/> Request Door Access from Auxiliary Services (Door Access Form) <input type="checkbox"/> Furniture and furniture keys (if available) <input type="checkbox"/> Computer - Inventory # _____ <input type="checkbox"/> Telephone - Phone # _____ <input type="checkbox"/> Center for IT Excellence (Systems Access Form) <ul style="list-style-type: none"> <input type="checkbox"/> AD Account _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> Shared Drives _____ <input type="checkbox"/> Shared Printers _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Order Business cards, nameplate and name badge <input type="checkbox"/> Provide / order office supplies 	<p>To be completed ON or AFTER start date of new employee:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update Departmental Organizational Chart, Website, Directory, etc. <input type="checkbox"/> Schedule training for job duties use of systems as necessary (Workday, Mane Market, Concur, Procurement card, etc.) <input type="checkbox"/> Add to any or all of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Master Calendar <input type="checkbox"/> Email Contact Lists <input type="checkbox"/> Phone list <input type="checkbox"/> Groups/Committees <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Office and/or Campus Tour / Employee Introductions <input type="checkbox"/> Fire Drill / Evacuation Plans <input type="checkbox"/> Department/University Culture, conduct & appearance and expectations <input type="checkbox"/> Review position description to establish Performance goals, review expectations and timeline <input type="checkbox"/> Discuss Training, Professional Development and committee opportunities <input type="checkbox"/> Review Pay Periods (Bi-weekly, monthly) <input type="checkbox"/> Outline expectations for office hours, lunch, overtime, request for leave <p>FACULTY ONLY:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain Class Syllabi & CV with NO personal contact information listed and upload to website
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