

Supervisors' Onboarding Checklist

Phase 1: Before Arrival

Item : 1. Preliminary Planning

- ☐ a. Plan the Work Area
Determine the location of the work area; review the HVAC, lighting and furniture requirements.
- ☐ b. Plan the Technology
Review technology requirements; Notify ISC; Order computer/laptop, monitor, keyboard and mouse, external drive, air card, desk phone, cell phone, etc. (as required).
- ☐ c. Assign an Onboarding Sponsor
Assign a Sponsor who is a member of your team and will be a peer of the New Hire. This individual's role will be to assist the New Hire in getting used to the office, meeting other staff, and completing necessary check-in items. Prior to the arrival of the New Hire, you should meet with the Sponsor to discuss their role.
- ☐ d. Contact the Information Systems Coordinator (ISC)
Contact your ISC; Inform the ISC re: the name of the New Hire, what technology will be required, where, and when.
- ☐ e. Compile Useful Information for the New Hire
Prepare documents or "Handbook" including phone and contact list and basic information regarding the Marine Corps and the Organization.

Item : 2. Set-Up

- ☐ a. Set-Up the Work Area
Be sure that the desk, chair, file storage, office supplies, etc. are in place.
- ☐ b. Set-Up the Technology
Set up PC/Laptop, keyboard, mouse, printer, etc.; telephone, other equipment as needed.
- ☐ c. Set-Up Online Accounts
Assure that login and password, email account, share drive access, voicemail, etc. are set up and functioning.
- ☐ d. Set-Up Meeting with Leadership
Arrange an appointment for the New Hire to meet with the senior leader on her/his EOD or soon after.

Item : 3. Contact

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a. Contact and welcome New Hire

Introduce yourself, welcome the New Hire, ask about reasonable accommodation, discuss security requirements, transportation and parking, attire, work schedule; provide Sponsor contact information; discuss EOD and first day procedures.