

Supervisors' Onboarding Checklist

Phase 2: Entrance on Duty (EOD)

Item : 1. Welcoming

- ☐ a. Welcome New Hire
Meet New Hire; Escort her/him to EOD location.
- ☐ b. Show the New Hire the Work Area
Show New Hire her/his Work Area; Instruct on computer, printer, login and email processes; Instruct on phone and voice mail; Locate office supplies and equipment.
- ☐ c. Tour the Facilities
Tour the facilities (restrooms, lunch areas, meeting rooms, snack/break areas, etc.)
- ☐ d. Introduce the New Hire to the Staff
Introduce the New Hire to his/her team and/or co-workers.
- ☐ e. Arrange to Have Lunch with the New Hire
Accompany the New Hire to lunch.

Item : 2. Meeting

- ☐ a. Present an Organizational Overview
Discuss the organizational structure, history and culture. (Review the "Orientation Handbook," if you or your organization has created one).
- ☐ b. Finalize Schedule and Work Assignments
Explain scheduling options and finalize schedule; Present organizational functions, ensure that New Hire is clear on their Position Description (PD), and explain and assign meaningful tasks
- ☐ c. Introduce the New Hire to the Leadership
Accompany the New Hire to the (pre-arranged) meeting with senior leadership

Item : 3. Training

- ☐ a. Train the New Hire on office technology
Train New Hire on computer access; Set up voice mail.
- ☐ b. Begin Mandatory Online Training
Start the New Hire on the mandatory online security and information technology training modules.