New Employee Onboarding Employee Checklist
This checklist was developed by the Office of the Provost and is for personal reference only. Note: Not all activities will be relevant to each employee.

Before your first day
- Sign and return letter of offer and any other applicable HR forms
- Confirm arrival date and time with supervisor
- Review campus map for building and parking information: Printable Maps | Campus Maps | Western Michigan University (wmich.edu)
- Check on your email account and set up password (OIT Help Desk: 269-387-4357)
- Obtain virtual parking permit: Virtual Permit Information | Parking | Western Michigan University (wmich.edu)

First day
- Attend New Employee Orientation with Human Resources
  - Complete I-9 form
  - Obtain Bronco ID card
  - Review Benefit information: Benefits—Staff Compensation System Employees | Human Resources | Western Michigan University (wmich.edu)
- Meet with your supervisor
- Meet you colleagues and tour the department- workspace, break room, supply space, bathrooms, etc.
- Review timekeeping procedures
- Discuss how to request and report vacation and sick time
- Review office hours and ask follow-up questions about dress code
- Discuss emergency building plans
- Discuss probationary period
- Discuss specific job duties
- Discuss individual work plan and goals
- Sign for and receive keys, if applicable
- Confirm campus location and campus phone number
- Review department policies and sign any compliance forms
- Request system access through GoWMU portal
- View Provost Bott’s welcome video:

First Week
- Discuss department mission, goals, and values
- Discuss 30-day priorities and/or on-the-job training
- Discuss relevant recurring meetings
- Review customer service expectations
- Discuss assessment criteria and timeline for performance evaluation
- Review Employee Handbook: Employee Handbook | Human Resources | Western Michigan University (wmich.edu)
- Review Office the Provost onboarding webpage:
- Review Information Technology’s website: Information Technology | Western Michigan University (wmich.edu)
- Set up voicemail
- Review Department website and social media
o Complete CMS training and review roles and guidelines: CMS User Guide | Web Services and Standards | Western Michigan University (wmich.edu)

o Schedule meeting with college business manager, if applicable

First Month

o Complete HR Benefits Enrollment Checklist, ensure you are enrolled in desired benefits

o Discuss shadowing a co-worker

o Review Accounting Services training videos: Training Links | Accounting Services | Western Michigan University (wmich.edu)

o Complete one-month review with supervisor: Performance Management | Human Resources | Western Michigan University (wmich.edu)

o Review HR training resources: Resources and Training | Human Resources | Western Michigan University (wmich.edu)

Six Months

o Complete final, six-month probation review

o Establish the timeline for continued performance reviews

Other Resources

o Student Recreation Center

o Western Wellness Program

o Tuition Discount and Remission

o Campus Dining

o Miller Auditorium

o Athletics

o Sindecuse Health Center