

## 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

- Complete CMS training and review roles and guidelines: [CMS User Guide | Web Services and Standards | Western Michigan University \(wmich.edu\)](#)
- Schedule meeting with college business manager, if applicable

#### **First Month**

- Complete HR Benefits Enrollment Checklist, ensure you are enrolled in desired benefits
- Discuss shadowing a co-worker
- Review Accounting Services training videos: [Training Links | Accounting Services | Western Michigan University \(wmich.edu\)](#)
- Complete one-month review with supervisor: [Performance Management | Human Resources | Western Michigan University \(wmich.edu\)](#)
- Review HR training resources: [Resources and Training | Human Resources | Western Michigan University \(wmich.edu\)](#)

#### **Six Months**

- Complete final, six-month probation review
- Establish the timeline for continued performance reviews

#### **Other Resources**

- [Student Recreation Center](#)
- [Western Wellness Program](#)
- [Tuition Discount and Remission](#)
- [Campus Dining](#)
- [Miller Auditorium](#)
- [Athletics](#)
- [Sindecuse Health Center](#)