New Employee Onboarding Supervisor Checklist

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

Before the first day
- Review and complete HR’s hiring toolbox and checklist: Hiring Toolbox | Human Resources | Western Michigan University (wmich.edu)
- Prepare work space for employee
- Order name tag and business cards, if applicable
- Identify an onboarding coordinator
- Send relevant departmental information to new employee - office hours, dress code, job duties
- Confirm arrival date and time with employee
- Confirm employee was able to access their email account
- Add employee to your website directory page
- Coordinate with OIT for computer and other technology needs
- Prepare job duties/expectations document (example:)

First day
- Department tour- workspace, break room, supply space, bathrooms, etc.
- Introduce new employee to colleagues
- Discuss specific job duties and expectations
- Define personal work goals
- Discuss emergency building plans
- Discuss how to request and report sick and annual leave
- Issue keys, if applicable
- Review department policies and any compliance forms
- Approve system access request

First Week
- Discuss department mission, goals, and strategies
- Assist with questions regarding employee handbook and onboarding webpage
- Distribute/review department and University contact lists
- Discuss department and University organizational charts

First Month
- Complete one-month review: Performance Management | Human Resources | Western Michigan University (wmich.edu)

Six Months
- Complete final, six-month probationary review
- Plan performance management timeline moving forward