

# ONBOARDING CHECKLIST FOR EMPLOYEE

This checklist was developed by the Office of the Vice President for Business and Finance and is for reference. Not all activities will be relevant for each employee.

## BEFORE YOUR FIRST DAY

- Sign and return offer letter and any other applicable HR forms
- Complete [Form I-9](#)
- Confirm HR New Employee Orientation date and time with supervisor
- Review [campus map](#) for building and parking information
- Review [campus busing schedule](#), if needed
- Check on your email account and set up password (OIT Help Desk: 269-387-4357)
- Set up [Virtual Private Network \(VPN\)](#) and [2 Factor Authentication \(2FA\)](#)
- Obtain [virtual parking permit](#) and add vehicle(s) by following the [Parking Pass Step by Step Guide](#)
- Obtain [Bronco ID card](#)
- Review [benefits information](#)

## FIRST DAY

- Attend HR New Employee Orientation
- Meet with your supervisor
- Meet your colleagues and tour the department – workspace, break room, supply space, bathrooms, etc.
- Discuss emergency building plans
- Review time reporting procedures (timesheet, sick or vacation leave, etc.)
- Review department policies and sign compliance forms (office hours, dress code, etc.)
- Sign for and receive keys, if applicable
- Request system access through [GoWMU](#)
- Set up voicemail – [Phone User Guide](#)
- View Business and Finance [Welcome Video](#)
- Meet your onboarding ambassador

## FIRST WEEK

- Discuss department mission, goals, and values
- Review job duties/expectations document [Onboarding Plan Template](#)
- Discuss assessment criteria and timeline for performance evaluation
- Discuss workplace trainings and how those will be administered (online/in person)
- Discuss relevant recurring meetings
- Review customer service expectations
- Review [Employee Handbook](#)
- Review [Office of Business and Finance Onboarding Webpage](#)
- Review [Business and Finance Information Technology Website](#)

- Review [Information Technology's website](#)
- Review department website
- Complete CMS training and review roles and guidelines, if applicable: [CMS User Guide](#)
- Sign up for a [Campus Tour](#)

## **ONE MONTH**

- Complete all benefits enrollment
- Review [Accounting Services training videos](#), if applicable
- Review [HR training resources](#)
- Review [Bronco Fix-it/FM Service Center website](#)
- Continue to review job duties/expectations document with supervisor [Onboarding Plan Template](#)
- Establish the timeline for continued performance reviews

## **TWO MONTHS**

- Complete [two-month evaluation](#) with supervisor, for staff compensation system (SCS) employees
- Continue to review job duties/expectations document with supervisor [Onboarding Plan Template](#)

## **THREE MONTHS**

- Continue to review job duties/expectations document with supervisor [Onboarding Plan Template](#)

## **FOUR MONTHS**

- Complete [four-month evaluation](#) with supervisor, for SCS employees

## **SIX MONTHS**

- Complete [six-month review](#) with supervisor, for SCS employees

## **TOOLBOX ADDITIONS A-Z**

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|--|--|
| ○ <a href="#"><u>A-Z Directory</u></a>                           | ○ <a href="#"><u>Recycling for Faculty and Staff</u></a> |
| ○ <a href="#"><u>A-Z Policy Directory</u></a>                    | ○ <a href="#"><u>Technology Help Desk</u></a>            |
| ○ <a href="#"><u>Athletics</u></a>                               | ○ <a href="#"><u>Tuition Discount and Remission</u></a>  |
| ○ <a href="#"><u>Building Coordinator List</u></a>               | ○ <a href="#"><u>Writing Style Guide</u></a>             |
| ○ <a href="#"><u>Campus Dining</u></a>                           | ○ <a href="#"><u>Western Wellness</u></a>                |
| ○ <a href="#"><u>Campus/Parking Maps</u></a>                     | ○ <a href="#"><u>Student Recreation Center</u></a>       |
| ○ <a href="#"><u>Design Services - Furniture and Signage</u></a> | ○ <a href="#"><u>West Hills Athletic Club</u></a>        |
| ○ <a href="#"><u>Environmental Health and Safety</u></a>         | ○ <a href="#"><u>Sindecuse Health Center</u></a>         |
| ○ <a href="#"><u>Accident Injury form</u></a>                    | ○ <a href="#"><u>WMU Closure Policy</u></a>              |
| ○ <a href="#"><u>Ergonomic Workspace Guidance</u></a>            | ○ <a href="#"><u>WMU Public Safety</u></a>               |
| ○ <a href="#"><u>Logistical Services</u></a>                     | ○ <a href="#"><u>Walking Escorts</u></a>                 |
| ○ <a href="#"><u>Mail Services</u></a>                           | ○ <a href="#"><u>Lost and Found</u></a>                  |
| ○ <a href="#"><u>Surplus Sales</u></a>                           | ○ <a href="#"><u>Bicycle Registration</u></a>            |
| ○ <a href="#"><u>Miller Auditorium</u></a>                       | ○ <a href="#"><u>Parking Information</u></a>             |
| ○ <a href="#"><u>Meet the President's Cabinet</u></a>            | ○ <a href="#"><u>Bronco Card</u></a>                     |