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 (time sheet, 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 Vice President Van Der Kley’s 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
- A-Z Directory
- Athletics
- Building Coordinator List
- Campus Dining
- Campus/Parking Maps
- Design Services - Furniture and Signage
- Environmental Health and Safety
  - Accident Injury form
  - Ergonomic Workspace Guidance
- Logistical Services
  - Mail Services
  - Surplus Sales
- Miller Auditorium
- Meet the President's Cabinet
- Recycling for Faculty and Staff
- Technology Help Desk
- Tuition Discount and Remission
- Writing Style Guide
- Western Wellness
  - Student Recreation Center
  - West Hills Athletic Club
  - Sindecuse Health Center
- WMU Closure Policy
- WMU Public Safety
  - Walking Escorts
  - Lost and Found
  - Bicycle Registration
  - Parking Information
  - Bronco Card