



# ONBOARDING CHECKLIST

## *Supervisors*

### BEFORE THE START DATE

#### WELCOME AND SCHEDULE

- Stay in touch with new employee on a weekly basis before start date
  - Confirm new employee's preferred name
  - Ask new employee to send you a photo and their interests to share with the department/division
  - If there is departmental event, invite new employee to attend
- Finalize first day agenda
- Contact employee a few days before start date to:
  - Confirm start date and time, location of where to meet, parking, dress code, if lunch will be provided (eat with team in Stav Hall/Kings' Dining Room), etc.
  - Encourage new employee to complete new hire paperwork before first day
  - Remind employee to bring [proper identification](#) for I-9 form per the offer email
  - Provide first day agenda to employee
- Mail a welcome note to new employee's home address
- Send email announcement to department announcing new employee, start date, expertise and interests – include photo and mention preferred name
- Have teammates text or email new employee expressing excitement in having them join the team
- Have team members sign a welcome sign or card and have on new employee's desk for first day
- Suggestion: Pick-up St. Olaf branded welcome gift and have on new employee's desk along with the welcome sign or card
- Dependent upon the position, consider sending an email announcement to the St. Olaf community
- Finalize first week schedule
- Set up a welcome lunch with the team
- Schedule meetings for new employee with team members and key employees outside the department
- Have department members grant the new employee access to their calendar
- Add new employee to regular team meetings

- Put upcoming campus events on new employee's calendar
- Schedule a time for college required training modules; add to new employee's calendar
- Create onboarding schedule for the year - schedule 30-60-90-180 day check-in's/reviews and put on both new employee and supervisor's calendars
- Set reminder in calendar of new employee's one-year work anniversary
- Identify appropriate assignments that new employee can start immediately

## WORK AREA

- Clean work area, desk, cabinets, chair, locker, etc.
- Stock work area with appropriate supplies
- Create name tag for cubicle/office, if applicable; which can be ordered [here](#) at no cost.
- Identify and label office mailbox, if applicable
- Order name badge and business cards [through the Print Center](#), if applicable
  - If alum or parent of St. Olaf student/alum, ask how new employee would like name badge and business cards to read (e.g., Jane Doe '77)
- Order keys [through the Locksmiths](#), if applicable
- Ensure any necessary accommodations have been made, if applicable

## TECHNOLOGY

- Order computer/laptop and other technology equipment from IT; set up computer; if you need assistance, please contact the IT Help Desk at ext. 3830 or [helpdesk@stolaf.edu](mailto:helpdesk@stolaf.edu)
- Request position/department specific computer software permission(s), if applicable
- Add access to shared folders, budget reports, and other required systems or programs, if applicable
- Add to department and any other email aliases or Google Docs necessary for the position, if applicable
- Request door/building access using [this form](#).
- Confirm the new employee's email address and employee ID number have been created
  - *If you have not received an email activation confirmation from IT a few days before new employee's start date, contact HR at ext. 3068 or [employment@stolaf.edu](mailto:employment@stolaf.edu)*

## PLAN FOR SUCCESS

- Determine performance objectives/goals for first 90 days of employment
- Create milestones for the first year

## ADDITIONAL ITEMS TO DO

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## EMPLOYEE'S FIRST DAY

### WELCOME

- Welcome new employee upon arrival
- Supervisor or colleague conduct department tour to include: break/lunch area, restrooms, copy/fax machine, vending machines, emergency exit, etc.
- Review first day agenda and first week schedule

### INTRODUCE WORK AREA AND TECHNOLOGY

- Confirm new employee has activated email
- Review access to building and work space and ensure new employee has access to all necessary locations
- Distribute office keys
- Indicate location of office supplies and explain how to request items
- Provide computer overview, shared drives, etc.
- Conduct phone and voice mail overview and preferred greeting, if applicable
- Help set up email organization system/folders (e.g., create filter for St. Olaf Extra) using the [IT How-To Guides](#) and/or [LinkedInLearning.com](#)
- Ensure new employee has signed up for [Ole Alert](#) notifications
- Provide time in second half of day for employee to “settle” into workspace, set-up computer, etc.

### TEAM BONDING

- Take new employee to lunch, include other team members if possible

### REVIEW ST. OLAF AND DEPARTMENT POLICIES

- Bring new employee to HR to finalize the new hire paperwork at scheduled time listed in offer letter
- Have new employee pick up parking permit at Student Life Office
- Obtain photo ID/Ole card in the Buntrock Office and explain the multi-purpose functions of Ole Card (e.g. library card, door access, copy machines, ID card)

- Discuss policies/procedures:
  - Requesting paid time/days off
  - Reporting unexpected illness/emergencies
  - Lunch/breaks
  - Office coverage
  - Inclement weather
  - Dress code
  - Emergency protocol—refer to the [Emergency Response Guide](#)
  - First report of injury – refer to [First Report of Injury Guide](#)
  - Parking location options
  
- Review work schedule, pay schedule, and overtime policy, if applicable
  
- Explain [Time Entry System](#), if applicable

### **PLAN FOR SUCCESS**

- Review onboarding plan with the new employee using both this Supervisor Onboarding Checklist and the New Employee Onboarding Checklist
  
- Explain the purpose of the job and how the role supports the department/college
  
- Discuss essential functions and duties of the job
  
- Discuss individual and team expectations
  
- Review upcoming training sessions and their objectives

### **ADDITIONAL ITEMS TO DO**

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## EMPLOYEE'S FIRST WEEK

- Meet daily to answer questions and ask "How is it going?"
- Ensure new employee is invited and introduced at meetings
- Schedule ongoing weekly 1:1's
- Explain organization structure, provide [organizational chart](#), and show how to access online employee directory
- Explain levels of supervision within department
- Explain who, if anyone, reports to new employee (including student employees)
- Review department and college policies and procedures
- Explain travel reimbursement policy
- Explain your own responsibilities and current priorities
- Discuss management style and expectations
- Share department's culture nuances and traditions with employee (celebrating birthdays, etc.)
- Review the department's mission, vision, values, strategy, current goals and priorities, and how the employee's job supports these things
- Ensure new employee has read the [staff handbook](#)
- Review progress of new employee's college required trainings:
  - **Protecting Children on Campus: Preventing Sexual Abuse** – required for all employees within the first 2 weeks of employment
  - **Title IX: Understanding and Preventing Sexual Violence** - required for all employees within the first 2 weeks of employment
  - **Unconscious Bias** – required for all employees within the first 2 weeks of employment
  - **Cybersecurity 101** – required for all employees within the first 2 weeks of employment
  - **Chemical Safety and Employee Right to Know** (Applies to Facilities, Public Safety, Chemistry, Biology, and Arts Associates, Stockroom Managers and Technicians). Training offered monthly by EHS Department
  - **Bloodborne Pathogens** (Applies to Custodians; Coaches; Public Safety; Residence Life; Athletic Trainer)
    - Ensure new employee has received Hepatitis B vaccine form, for employees who had Bloodborne Pathogens Training (will receive vaccine info at training)
- Provide learning aids and resources (manuals, etc.)
- Introduce members from other departments who will interact with new employee
- Take the new employee on a tour around campus. Important places to visit include:
  - **Buntrock Commons:** Buntrock Office; Bookstore; Library; Chapel; Print Center & Mail Services; Stav Hall, The Cage, The Pause, Kings' Dining Room; Meeting rooms and Ballrooms
  - **Tomson Hall:** Business Office/Accounts Payable; President's Office, Provost and Dean of the College; Dean of Students; Public Safety

- [Apply for a credit card](#), if applicable
- Pick-up parking permit (if not done on first day) at the Student Life Office, Tomson Hall 148
- Have new employee start the [St. Olaf driver training process](#) and contact the Office of the Vice President & Chief Financial Officer to schedule driver training if they meet the following criteria:
  - Driving is a requirement of the job
  - Within the first year, the new employee will drive a college vehicle OR rent a vehicle while traveling for work
- Provide new employee with [Campus Conduct Hotline](#) and [Life Assistance Program \(LAP\)](#) information
- Provide overview of common programs (Gmail, calendar, etc.) and useful websites specific to job
- Provide overview of useful webpages:
  - [VPN Connection](#)
  - [Scheduling Office](#) – explain how to reserve conference rooms, R25
  - [Business Office](#) – accounting forms and process
  - [Account Services](#)
  - [Employee Self Service](#) – where to find personal information, update address, view pay stubs, etc.
  - [Facilities Maintenance Request](#)
  - [Library](#)
  - [Staff Handbook](#)
  - [Bon Appetit Catering Guide](#)
- Share the following information:
  - [Tostrud](#)
  - ATM location
  - Bookstore/convenience store
  - [Chapel](#)
  - Music events; Theater events; Christmas Festival (2 free tickets); Athletic events
  - [Post Office](#)
  - [Print Center](#)
- Have new employee opt-in to receive the W-2 and 1095C electronically, done within Employee Self Service
- Take a “walking meeting” outside the office to learn more about the new employee’s life outside of work
- At end of first week, conduct check-in interview (*“Supervisor Check-In Questions” can be found on the last page of this checklist*)
- Apply for wristband at Tostrud Recreation Center, if interested

## PLAN FOR SUCCESS

- Review progress of any training activities
- Begin providing informal feedback

## ADDITIONAL ITEMS TO DO

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## EMPLOYEE'S FIRST 30 DAYS

- Ensure new employee has finished all of the college required trainings: Sexual Abuse Awareness, Understanding and Preventing Sexual Violence, Unconscious Bias, Cybersecurity 101, Bloodborne Pathogens (if applicable), and Chemical Safety and Employee Right to Know (if applicable)
- Meet weekly with new employee to touch base, review and clarify performance objectives, expectations, project updates, and answer questions
- Continue to provide regular informal feedback
- Review issues or challenges and identify how to resolve them
- Identify and set measurable career goals for the next months or year
- Schedule 1:1 with Division VP, if applicable
- Identify and discuss training and professional development opportunities needed in next 6 months; review LinkedInLearning.com for training opportunities and/or sign up for classes internally or externally
- Review progress of departmental training activities
- Confirm new employee has received and reviewed policies and procedures
- Overview of budget and finance procedures and policies, if applicable
- Ensure new employee has attended benefits orientation meeting with HR
- Encourage new employee to connect with the St. Olaf community – let him/her know they can attend chapel (also streamed online), lectures, luncheons, campus networking events, etc.

## ADDITIONAL ITEMS TO DO

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## EMPLOYEE'S FIRST 30 – 90 DAYS

- Ensure new employee has finished all of the college required trainings: Sexual Abuse Awareness, Understanding and Preventing Sexual Violence, Unconscious Bias, Cybersecurity 101, Bloodborne Pathogens (if applicable), and Chemical Safety and Employee Right to Know (if applicable)
- Continue to meet with employee to touch base, review and clarify performance objectives, expectations, project updates and answer questions
- Continue to provide informal feedback
- Review progress of training activities
- Continue to encourage new employee to connect to St. Olaf community
- Ensure new employee completes 90-day evaluation; discuss results with them
- Complete supervisor 90-day evaluation and send to HR

**ADDITIONAL ITEMS TO DO**

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## ONGOING ONBOARDING – EMPLOYEE’S FIRST 90 DAYS TO 1 YEAR

- Continue to meet with employee to touch base, review and clarify performance objectives, expectations, project updates and answer questions
- Continue to provide informal feedback
- Solicit feedback from new employee to gauge whether the job experience meets what was expected
- Solicit informal feedback from peers who have been working with the new employee
- Discuss and offer professional development opportunities
- Introduce annual performance review [document and process](#)
- Look for opportunities to integrate new employee with the work groups/teams, and into St. Olaf as a whole; consider placing new employee on a cross-functional team ( i.e., task force or committee outside their job)
- Continue to encourage new employee to connect with St. Olaf community
- Encourage your new employee to share ideas for improving the operations, strategies, work and/or culture of the department, division, and college
- Recognize new employee’s 1-year work anniversary
- Conduct annual performance review

### ADDITIONAL ITEMS TO DO

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## SUPERVISOR CHECK-IN QUESTIONS

*Ideally, ask these questions at the end of the first week.*

1. How's it going? How do you feel in your new job?
2. What are you enjoying most about your role?
3. Is the job/team/college what you expected?
4. Has anything surprised you? If so, what?
5. Has training been helpful? What would you add or change?
6. Do you have all the tools and resources that you need?
7. Do you feel like you have gotten to know your coworkers well?
8. Do you feel out of the loop about anything?
9. What should we provide to new employees that we have missed?
10. What is working/what is not working?
11. Is anything about your role, the team or college still unclear?
12. How can I be a better manager to you?
13. As your manager, what can I do to make your transition easier?