New Staff Onboarding Checklist - For Supervisor Use

Employee Name: ___________________________  Employee ID#: ___________________________

Start Date: ______________________________

Prior to Start Date

_____ Send welcome letter(note/email
_____ Confirm first day instructions/itinerary with HR and new employee (what time to
   arrive/work schedule, parking/transportation/maps, dress code, food options, etc.)
_____ Provide a copy of the CAM organization chart and phone roster (new hire packet?)
_____ Ensure office, phone, computer, and desk are set up
_____ Draft University Staff Professional plan or Classified Performance Plan

On First Day

_____ Review job description with employee-have and them sign to acknowledge
_____ Discuss individual department expectations (work hours, how to notify supervisor if sick
   and, other general expectations)
_____ Go over University Staff Professional plan or Classified Performance Plan or schedule
   meeting within first two weeks to do so
_____ Confirm job expectations/training and schedule of duties for first few weeks
_____ Review org chart and set expectations for communication/collaboration with other CAM
   departments
_____ Review CAM mission and how employee’s department and role contribute to strategic
   plan and goals
_____ Introduce to other staff and faculty, explain how roles will interact
_____ Review Basecamp and Slack (if applicable) and explain expectations for use
_____ Introduce co-workers and take on a tour of the department (pointing out kitchen areas,
   restrooms, and emergency exits, etc.)
New Staff Onboarding – Example Day #1 Itinerary/Agenda

8:00AM – Arrive at Arts Building (1150 10th Street, Room 177, Denver, CO 80204)
  • Specify exact location
  • ______ will meet you _______ and show you your office and go over the day’s agenda

8:30-9:30AM – Tour of Department and meet other coworkers
  • Specify location
  • ______ will walk you around to meet other coworkers and show key features of the department

9:30AM-11:30AM – Meet with ______ (supervisor)
  • Specify location
  • Review new staff onboarding checklist, contact information, etc.

11:30-12:00PM – Obtain EcoPass
  • 7th Street Parking Garage (7th street and Lawrence Way), 1st floor
    i. Weekdays- 7:30am – 4:30pm
    ii. Phone- 303.556.2003
  • ______ will take you to the 7th Street Parking Garage to obtain your EcoPass

12:00-1:00PM – LUNCH BREAK (with supervisors and/or other coworkers)
  • ______ will take you ______ for lunch

1:00-2:00pm – Meet with ______ (IT) to set up computer, email access, phone, etc.
  • Specify location

2:00-3:00PM – Meet with_______ for department overview

3:00-4:00PM – Office time
  • Specify location
  • Spend time getting settled in and develop a list of questions (if applicable)

New Staff Onboarding – Example Day #2 Itinerary/Agenda

8:00AM – Arrive at office (specify location)
  • Spend more time getting settled in

8:30-12:00PM – Required online SkillSoft trainings
  • See New Hire Checklist for required trainings

12:00-1:00PM – LUNCH BREAK with ______

1:00-2:30PM – Meet with _________ (supervisor)
  • Specify location
  • ______ will cover department overview, organization chart, resources (website, etc.)

2:30-4:30PM – Continue working on required Skillsoft trainings