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| wsu_logo_horizontal_black_rgb.jpg | **New**  **Benefit Eligible Employee Checklist (Department)**  Rev. 07/18/2022 |

Please use the following form to document your new benefit eligible employee’s onboarding in your department. Not all items may be applicable to every employee (write “N/A”).

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| **Employee Name:** |  | **myWSU ID:** |  |

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| **Supervisor Name:** |  | **Start Date:** |  |
| **Department Name:** |  |

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| **BEFORE EMPLOYEE STARTS** | |
| **ACTION** | **DATE COMPLETED** |
| Make desk file for employee information |  |
| Notify department employees and encourage support |  |
| Prepare schedule for employee's first 2 weeks |  |
| Make copy of job description/expectations and department's org chart |  |
| Ensure a copy of department guidelines is available |  |
| Schedule time to meet with employee during first week |  |
| Prepare computer and software for employee |  |
| Ensure workstation is clean and stocked |  |
| Order office equipment and supplies |  |
| Call Telecommunications to change desk phone header and voicemail password |  |
| Arrange for building access (WSU badge, keys, etc.) |  |
| Reach out to the new employee to discuss their schedule for their first day. Recommended topics:   * Explain parking availability (if new to the building) * Explain where (the specific location) they will report for their first day * Identify what time and who they will meet to start their first day |  |

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| **NEW EMPLOYEE ORIENTATION- SECOND DAY** | |
| **ACTION** | **DATE COMPLETED** |
| Ensure new benefit-eligible employee attends virtual New Employee Orientation and completes the online NEO modules on second day of employment. |  |

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| **NEW EMPLOYEE – FIRST WEEK** | |
| **ACTION** | **DATE COMPLETED** |
| Introduce employee to internal/external staff |  |
| Tour office, including restrooms and break areas |  |
| Explain break room policies (food storage and community utensils) |  |
| Explain break rules, including lunchtime and tobacco-free campus policies |  |
| Review job description and org chart |  |
| Review telephone, long distance card, fax, e-mail, calendar use |  |
| Review department guidelines |  |
| Explain timekeeping/leave reporting procedures |  |
| Explain attendance guidelines, call-in procedures and requests for time off |  |
| Explain work schedule and office hours |  |
| Explain mail (incoming/outgoing) |  |
| Explain building access and keys |  |
| Explain office open/close procedures |  |
| Explain office supplies and office equipment |  |
| Explain building safety and emergency preparedness (tornado, fire) |  |
| Explain dress code |  |
| Explain how/where to save items on computers, networks, etc. |  |
| Record greeting/voicemail on office phone |  |
| Set up email signature |  |
| Explain Outlook calendar procedures |  |
| Order business cards, name tag and/or uniforms, ask them to verify it has the name on it they would like to be called. |  |
| Discuss University and dept. missions |  |
| Ensure employee will review WSU policies and procedures (<https://www.wichita.edu/about/policy/>) |  |
| Share a campus map and show locations relevant to their job or provide services (RSC, Food Court, University Police Dept., etc.) |  |
| Explain annual review process and expectations |  |
| Schedule a goal planning session for annual review process |  |
| Discuss employee’s overall first impressions |  |
| Ensure new employee has completed required trainings:   * FERPA, IT Security Awareness, Annual Conflict Interest Form, Drug Free Workplace, Campus Security Authority |  |
| Enroll employee in other relevant university trainings they will need for their position such as:   * Banner, Self-service & Reporting Services Finances (Registrar), Visa Business Procurement Card Training (Financial Operations), ePAF for Approvers and Originators, myPerformance for Self-Evaluation, etc. * Schedule times for the new employee to sit with each department and discuss how they will interact/work together with this department, if applicable |  |

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| **NEW EMPLOYEE – FIRST MONTH** |  |
| **ACTION** | **DATE COMPLETED** |
| Ensure new employee has completed the required Preventing Harassment and Discrimination online training |  |
| Verify that employee has set up Duo Security |  |
| Meet with the employee regularly (weekly/bi-weekly) to ensure they are getting what they need to be successful in their training. Some suggested topics to talk about:   * How is training going? * Do you feel you have what you need to be successful in your role? * Do you have questions about your role? * Do you need anything from me? |  |