SUPERVISOR ONBOARDING CHECKLIST

The Onboarding Process is designed to make new employees to your department feel welcome, provide a smooth transition, orient them to their new position and familiarize them with the culture of their department. The checklist below serves as a guide to help supervisors navigate this process. Please refer to the **MSU Supervisor Onboarding Procedures** when completing this checklist.

Employee name: ____ **Start date:** ____________

✔ Pre-Arrival Checklist

☐ Prepare workstation/office set-up (telephone, computer, office supplies, keys, etc.)
☐ Order nameplate for office/cubicle, name tag, and/or business cards, as appropriate.
☐ Identify security access to campus services or buildings that will be required for the employee's job and arrange for access to be granted, as appropriate.
☐ Update the team at a staff meeting or email staff about the new hire's start date and role.
☐ Create a list of key people the new hire should meet with during their first two weeks, including reasons for the meeting.
☐ Schedule time to spend with the new hire on the second day (the day after New Hire Orientation).
☐ Prepare a first-week agenda for the new hire and provide a welcome packet with information they'll need for their first two weeks, including a department-specific New Employee Checklist.
☐ Email your new hire employee directly to congratulate and welcome them before their first day. Provide confirmation and details for day two, such as their work location (building/office #), point of contact, general office phone number, parking information, and report time.

✔ First Day / First Week

☐ **Optional, but strongly encouraged:** Meet your new employee upon check-in for New Hire Orientation at the Office of Human Resources, Tyler Hall, 5th Floor, to connect and answer any questions they may have. Registration and check-in starts at 8:30 am. New Hire Orientation begins promptly at 9 am.

Revised 05/2024

SUPERVISOR ONBOARDING CHECKLIST

☐ Confirm that the directory ID is established.
☐ Review process/protocols with the employee (as appropriate): ● submitting a tech/IT support ticket ● reserving meeting spaces (if applicable) ● emergency procedures and protocols ● ordering office supplies or equipment
☐ Review with the employee: ● telephone/voicemail ● department website ● timesheet, call-out procedures, & overtime protocols (if applicable) ● coordinate technical training as appropriate (i.e., DocuSign, Zoom, etc.). ● other relevant systems (Banner/WEBSIS, Google Workspace, Canvas, etc.). ● Ensure that the employee has obtained a purchasing and/or travel card, as appropriate to their role.
☐ Review with new hire: ● their job description/responsibilities ● performance expectations ● dress code ● work start/end time and lunch schedule/guidelines ● schedule for any regular meetings/activities the employee is expected to attend ● important unit policies and practices the employee should be aware of **Reinforce the University's vision, mission, and core values - setting expectations for behavior.**
☐ Show the employee around the office or workplace, ensuring they know where shared resources (copiers, mailboxes, printers, kitchen, conference rooms, restrooms, etc.) can be found.
☐ Introduce the new hire to their colleagues, especially key people from the pre-arrival checklist. Provide a unit organization chart and contact list.
☐ Provide a realistic preview of a typical day for the employee's position and review their first assignments or projects.

✔ 30-Day Checklist

☐ Clarify roles, responsibilities, and expectations as needed and provide ongoing coaching & feedback.
☐ Revisit performance expectations, goals, etc.

SUPERVISOR ONBOARDING CHECKLIST

☐ Discuss progress on initial tasks.
☐ Schedule bi-weekly/monthly one-on-one meetings as needed.
☐ Discuss the following: ● What has been going well? What are the highlights of your experiences so far? ● How has the job met or not met the employee's expectations? ● Provide any guidance, resources or tools that may help support the new employee with their assigned tasks. ● Provide any guidance, resources or tools that may help support the new employee with their assigned tasks.

✔ 60-Day Checklist

☐ Discuss any follow-up actions from the 30-day check-in.
☐ Discuss the following: ● Ask the employee to share some of their successes and what's going well. ● What do they want to learn and improve? ● Which coworkers have been especially helpful to you? How have coworkers been supportive of your success? ● On which aspects of the job performance would they like more feedback? ● Follow up with an email summarizing key points from your meeting.
☐ Continue providing feedback and/or coaching as needed. For any concerns, please contact your HR Partner to discuss concerns/options and/or next steps.

✔ 90-Day Checklist

☐ Discuss any follow-up actions from the 60-day check-in.
☐ Continue to set goals for the upcoming quarter.
☐ Establish timelines for larger projects/assignments with due dates.

SUPERVISOR ONBOARDING CHECKLIST

☐ Discuss the following: ● In what areas would more training be helpful for the employee? ● Encourage their suggestions & feedback; show that their ideas, input, and contributions are valued. ● Does the employee have any concerns about the job that you can address? ● Follow up with an email summarizing key points from your meeting.
☐ Assess the following: ● Can the employee execute the job role process with limited supervision? ● Can the employee demonstrate knowledge in essential job functions? ● Is the employee actively engaged in team meetings, department initiatives, and 1:1 supervision?

✔ 6 Month Checklist

☐ Schedule and conduct the **Mid-Year check in** to discuss the employee's progress and provide feedback/assessment on performance and behavior. The form can be found on the OHR website: Supervisor Resources → Performance Management → Mid-Year Check in form
☐ This marks the end of the probationary period for non-exempt AFSCME employees. Supervisors/managers must complete an evaluation form certifying the status as passed, extended, or rejected (with appropriate and applicable documentation justifying the basis for their determination). ○ A notification will be sent via email from OHR to the supervisor approximately 30 days before the employee's probation end date. ○ The probation evaluation form is initiated and completed via DocuSign ○ Supervisors/Managers should work with their HR Partner if the determination has been made to extend the probationary period or reject on probation.
☐ Discuss and assign short-term goals for the position and long-term career goals for the employee.
☐ With appropriate approval, encourage employees to participate in professional development opportunities, such as conferences, certifications, tuition benefits, and other campus initiatives.