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**Onboarding Checklist**

**Name:**

**Campus Connections**

[ ]  Send an Introductory E-mail to Campus (through Executive Team level)

[ ]  Campus Tour including an introduction to CEO/Dean (recommend scheduling introduction through Kristi)

[ ]  Review the Campus Information tab on the website (Building Hours, Campus Map, etc.)

[ ]  Get employee started on the online orientation platform, <https://newhire.gfcmsu.edu/>

**IT & Banner**

☐ Complete IT onboarding ticket

[ ]  Request Banner access and training (if applicable) from Dena at: dfossen@gfcmsu.edu

**Safety First!**

[ ]  Discuss Crisis Team, Zone Stewards, Fire Drills, 911 Calls, and Assembly Area for department

[ ]  Tour Emergency Exits and Assembly Area for department

[ ]  Locate First Aid Kits, Fire Extinguishers, AED units, noting closest to employee’s work area

**Payroll, Leave, and Travel**

[ ]  Discuss expectations regarding requesting leave including submitting a Leave Request for approval

[ ]  Discuss expectations regarding calling in sick and submitting a Leave Request for approval

 NOTE: if sick leave is used for three (3) or more consecutive days, Human Resources must be notified

 and a doctor’s note is required upon return to work

[ ]  Faculty: discuss protocol for requesting a substitute and submitting a Faculty Absence Sub Authorization

**Performance Management (Professional and Classified)**

[ ]  Discuss the Performance Management process and review Forms on the Human Resources webpage

 [Performance Management](http://www.gfcmsu.edu/hr/performance.html) tab.

[ ]  Schedule Probationary Evaluations (classified staff only – HR will send reminders!)

[ ]  Review and sign Job Description with employee and return original to Human Resources

[ ]  Set goals for the next review period

**Division Orientation**

[ ]  Assign Buddy/Buddies and share the plan with the new employee

[ ]  Discuss dress code, personal calls, and personal email

[ ]  Invite new employee to your Division/Department meetings

[ ]  Assign first task/assignment and check in as needed through completion

[ ]  Schedule picture time for the Campus Directory through Communications & Marketing

[ ]  Complete and sign ID Authorization form (Forms: Human Resources)

[ ]  Request Purchasing Card (if applicable) from the Business Office

[ ]  Submit Electronic Device Allowance form for cell phone (if applicable) (Forms: Payroll, ECD Application)

This section is designed for you to customize to your Department/Division as needed including assigning a Buddy or Buddies to complete some of these tasks as appropriate. Check in with the new employee and Buddy or Buddies as often as needed to ensure completion of these tasks.

**Task Buddy or Supervisor**

[ ]  Order business cards (confirm email with IT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Forms: Services, Marketing & Events

[ ]  Order Name Tag/Name Plate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Forms: Services, Marketing & Events

[ ]  Index Code and procedures for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 copies, supplies, and equipment

[ ]  Submit a key request to facilities

 (forms/services/marketing & events) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Request mailbox (if applicable) from Ja \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Complete Directory Entry Request

 ([form found here](https://facstaff.gfcmsu.edu/forms/human_resources/directoryrequest.html)) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Complete the MUS Vehicle Policy Form

 (in Banner Web/My Info – My Apps) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Upon Completion:** Sign and return to Human Resources; keep a copy for your records.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_