Doane University New Employee Onboarding Checklist

Before they arrive

- ☐ Prepare their workspace; check to make sure it is clean and organized and provide them with basic office supplies.
- ☐ Ensure they have proper computer & phone equipment.   HR will make the request for email/network access/phone ext.
- ☐ Request business cards online https://www.doane.edu/services (if applicable)
- ☐ Communicate to other staff in the department about the new employee and when they will be starting.
- ☐ Prepare the new employee's training schedule.
- ☐ Provide a "warm" welcome; be creative! Examples include: calling them or emailing them prior to their first day to let them know you are looking forward to them joining the College, bring breakfast or treats on their first day to celebrate, put an arrangement of flowers or a welcome note on their desk, etc…

Introduce and announce the new employee

- ☐ Send out a campus-wide announcement about their background, their new position and ask others to join you in welcoming them! (Copy the new employee on this announcement.) This can be done prior to their first day or on their first day.
- ☐ Introduce them to the people they will interact with; co-workers, key staff/faculty within and outside of the department.
- ☐ Plan to take them to lunch on the first day or ask someone else to.

Introduce them to Doane

- ☐ Provide the employee information on Doane; introduce them to the website.
- ☐ Discuss Doane's mission, vision and values
- ☐ Provide the employee time to read the employee handbook, complete the conflict of interest and take their online anti-harassment & Campus SaVE Act training courses within the first week or two.
- ☐ Provide a brief tour of Doane (a full tour will be provided during new employee orientation.)

Introduce them to the department

- ☐ Provide an overview of the department; schedule time for the new employee to meet with individuals within their department to learn about what they do and how they might interact with them.
- ☐ Discuss relations with other departments
- ☐ Provide information on the organization of the department
- ☐ Discuss the fundamentals: hours of the position, appropriate dress, breaks, time off requests, etc…

☐ Introduce them to their work space; office equipment; fax, copier, mail process; telephone/voicemail use, computer log on and how to set up their email, tools or other supplies used to do their job, location of restrooms, lunchroom, break room, etc…

Introduce them to the job
☐ Provide them with a job description
☐ Discuss their job responsibilities, duties and purpose
☐ Discuss immediate and long term goals to assist the employee in understanding where their priorities should be.
☐ Discuss the handling of confidential information; FERPA
☐ Discuss the performance review schedule/process

Fundamentals
☐ Introduce them to the Business Office procedures (if applicable): credit card applications, purchase orders, check requests, budgeting, requesting college cars and vans, key requests, process for entering/signing contracts (must be signed by the CFO),etc…
☐ Explain the services offered in the Service Bureau – office supplies, copying and mailing

Training
☐ Discuss the employee's training schedule and provide them a copy.
☐ Check in with your new employee often to see how things are going and to answer any questions they have.
☐ Discuss the leadership development program/supervisor training (if applicable.)
☐ Discuss opportunities for training/development outside of the College.

Safety
☐ Parking
☐ Overview of the safety office and how to contact them
☐ Explanation of procedures in case of a fire and tornado
☐ Reporting workplace injuries
☐ Locking up the office