



# University of New Haven

## Supervisors Checklist For On-Boarding New Employees

**About this checklist:** Please review this document prior to the employee's start date to prepare for the employee's orientation. The checklist below is intended as a guideline to assist in the orientation process and may not be all inclusive of other departmental guidelines and/or objectives. Also, all items may not be applicable to all employee groups.

This checklist is supplemental to the New Employee Onboarding Course on Canvas which is assigned to new employees on their first start date. The checklist should be completed within the first three-days of employment and the Onboarding Course should be completed within the first two-weeks.

### Pre-Requirements for supervisor to complete prior to new employee's start date:

- Upon notification from Human Resources that all HR requirements have been met, submit a fully executed signed electronic PDO to HR
- Obtain the new employee's Banner ID
- Submit an IT Request for a New Ticket from "Account Request Form for New Full-Time Employee". This workflow portal process is required for the employee to access the Onboarding Course.
- Request computer and cell phone (if required for the role)
- Request Banner 9 access (if required for the role)
- Ensure computer is networked to area printer
- Office preparation:
  - Clean office space that new employee will be using
  - Set-up with new office supplies and University/department swag
  - Secure desk and office keys
  - Update office door placard with employee name
  - Order business cards if necessary
  - Order name badge

### Day 1: Welcome / Department Overview

- Introduce to
- Provide office and desk keys
- Tour the department and review set-up: bathrooms, emergency exits, breakroom, printer/copier, office supplies, shredder box, mail drop, conference room, etc.
- Review department organizational chart
- Supply with department phone and contact list
- Review important University contacts applicable to new employee's position
- Review Mandated Reporter requirements

- Review the need and use of Campus ID Card (instructions on obtaining card are contained in the University Onboarding Course on Canvas)
- Review the parking requirements and restrictions (instructions on obtaining parking pass and links to parking maps are contained in the University Onboarding Course on Canvas)
- Review the DUO Access App (instructions for downloading the app is contained in the University Onboarding Course on Canvas)
- Instruct to complete the University Onboarding Course on Canvas (contact HR if not assigned)

### **Day 2: Campus and Area Tour**

- Tour campus including key administrative buildings
- Arrange to meet University colleagues specific to employee's position
- Identify on-campus dining options and locations
- Identify local dining options off-campus
- Bring to campus card office to pick-up ID card (once notified that card is ready)
- Bring to campus bookstore – 10% employee discount with valid University employee ID
- Review the parking shuttle system and available parking lots
- Orient employee to building names and commonly used acronyms (BSAC, CAPS, ARC, CSELO, etc.)
- Provide information regarding access to campus recreation center

### **Day 3: Policies and Procedures**

- Review department technology use and requirements (as applicable):
  - Shared calendar and/or email
  - MS Office suite (add to pertinent TEAMS as needed)
  - Zoom
  - Overview of myCharger apps
- Instruct on University phone and voicemail system (last 4-digits for campus extension, dial 9 for outside line, transferring calls, etc.) and instruct to set-up voicemail message
- Using “out-of-office” messages on email
- Submitting and approving timesheets
- Submitting and approving PTO (vacation time)
- Provide overview of the fiscal year, pay frequency, and holiday schedules
- Provide overview on the use of P-Cards, Amazon Business, and WB Mason for supplies (if applicable)
- Review process for submitting IT and Facilities Work Orders
- Review University key policies including, but not limited to:
  - Sexual Harassment and Misconduct Policy (must complete course assigned within 30days)
  - Prohibited Relationships Policy
  - Vacation Policy
  - Appropriate Dress Policy
  - Employment-At-Will Policy (non-union employees only)
  - Smoke-Free Campus Policy

## Benefitfocus

- Encourage employee to review the Benefits portion of the HR section on myCharger to familiarize themselves with benefit options, costs, and plan design. Employees may **not** make their elections in BenefitFocus until they are made active in Banner by Human Resources and successfully complete an I-9 form.

## Health & Safety

- Review the Emergency Notification system as it relates to severe or inclement weather, including potential campus closings and class cancellations or delays.  
<http://www.newhaven.edu/student-life/public-safety/police/emergency-procedures.php/>
- Encourage employee to download **LiveSafe** app to their phone which provides a direct connection to the University Police Department  
<https://mycharger.newhaven.edu/web/mycharger/livesafe-app?inheritRedirect=true>

## Performance Review and Expectations

- Discuss your performance expectations with the employee and review the probationary period applicable to them.
- Provide the employee with a copy of the probationary period form applicable to them and how frequent meetings and discussions will occur during this period to ensure appropriate progress and performance on the job. It is the responsibility of the supervisor to complete the probationary form and return the completed form to the Human Resources Department at least one week prior to the expiration date of the probationary period.
- Provide an overview of the Annual Performance Review process (administrative employees only) including the time frame of review, the core competencies that are used as metrics, and the rating system.
- Set a meeting with employee to discuss department goals and set individual goals in support of the department's.

## Additional Information (applicable to employees in student-facing positions)

- Provide overview of the Student Handbook <https://www.newhaven.edu/student-life/student-affairs/dean-of-students/student-handbook.php>
- Review Clery Act and employee's role as a Campus Security Authority  
<https://www.newhaven.edu/student-life/public-safety/police/clery-disclosure/>
- Review Student Resources tab on myCharger (useful apps, important contacts, etc.)
- Where to direct students with food insecurity needs:
  - UNH Food Pantry – [closet-pantry@newhaven.edu](mailto:closet-pantry@newhaven.edu) or [careerdev@newhaven.edu](mailto:careerdev@newhaven.edu)
  - WHEAT Panty West Haven – 674 Washington Ave, 203-931-9877
- Parking exception requests (for students with accessibility needs) – All requests are made through the Accessibility Resource Center  
[https://cm.maxient.com/reportingform.php?UnivofNewHaven&layout\\_id=16](https://cm.maxient.com/reportingform.php?UnivofNewHaven&layout_id=16)