

## Onboarding Checklist for Managers

**Directions:** This checklist is designed to assist with the department's onboarding process. Onboarding is a long-term process that begins before an employee's start date and continues after employment has officially begun. This checklist is organized chronologically and helps hiring managers prepare for the arrival of new employees. Once an employee starts, they can work together with the hiring manager or Onboarding Specialist to complete the checklist. The hiring manager may add additional activities that are relevant to the new employee's area. Internal transfer employees may omit items that are not applicable. Some of the following items may not apply for part-time employees.

### Pre-Arrival

- Print out New Employee Checklist, review and customize
- Confirm offer letter sent, signed, and returned by new employee to HR Generalist
- Call to welcome employee and confirm schedule and other pressing items for the first day of employment (time to report, where to report, attire, etc.)
- Provide new employee with a departmental contact in the event of a question or issue
- Parking Decal ([www.buymypermit.com/framingham](http://www.buymypermit.com/framingham) - it's free!) Employee will need their Banner ID# to complete the application and may need a temporary pass from University Police until the decal arrives.
- Employee ID Card - <https://www.framingham.edu/Assets/uploads/student-life/campus-police/documents/new-employee-id-form.pdf>
- Business Card - order form available on myFramingham
- Office Key - contact Facilities if new keys are needed
- Confirm phone extension
- ITS (Computer, printer, phone, etc. should be in place for first day)
  - User Account created when HR completes EAPF process
- Set up a time on employee's first day with Onboarding Specialist to set up a time for employee to meet regarding new hire paperwork (retirement, benefits, etc.)
- Inform employee of Union Steward and contact information, if applicable
  - APA – Mark Powers, [mpowers@framingham.edu](mailto:mpowers@framingham.edu)
  - AFSCME (Unit I) – Nicole Carey, [ncarey@framingham.edu](mailto:ncarey@framingham.edu)
  - AFSCME (Unit II) – Vacant (questions can be directed to Unit I Steward)
  - MSCA – Robert Donohue, [rdonohue@framingham.edu](mailto:rdonohue@framingham.edu)

## **Post-Arrival**

### **First Day**

- Plan to make the first day a pleasant and special one
- Tour the work space
- Introduce new employee to co-workers
- Tour campus
- Report to Human Resources to meet with Onboarding Specialist regarding new hire paperwork
- Complete Section 1 of Form I-9
- Obtain ID Card and, if needed, temporary parking permit from University Police (employee must apply for permanent decal online)
- Discuss department goals and expectations
- Discuss University mission, values, and goals
- Consider assigning an Onboarding Peer

### **Within Three Business Days**

- Complete Section 2 of I-9 by supplying official documents to Human Resources for employment eligibility verification
- Remind employee new employee paperwork due

### **Within First Week**

- Review time and attendance procedures and time entry in MassHR as applicable
- Review specific job responsibilities
- Discuss Reimagining the First Year
- Discuss Inclusive Excellence
- Lunch with colleagues

### **Within First 10 Days**

- Complete benefit election paperwork by 10<sup>th</sup> calendar day of employment
- Policy acknowledgment

### **Within Two Weeks**

- Complete Banner User Authorization Form and Banner Training if applicable
- State Ethics Training - Mandatory

### **Remember that Onboarding in an Ongoing Process**

- Conduct regular check-ins
- Identify training and engagement opportunities
- Establish and monitor goals
- Seek and provide feedback