



Supervisor's Checklist: Orient and Onboard New Employees

Recruiting top talent takes time and effort. Protect your investment by providing new employees with an effective orientation experience that makes them feel welcome and valued. The orientation process solidifies your new employee's relationship with ASU. It ignites their enthusiasm and sets the stage for a long-term, positive relationship with you. Use this checklist to help you successfully onboard and retain new ASU employees.

TWO WEEKS BEFORE YOUR EMPLOYEE'S FIRST DAY

- Review and complete the [hiring and selection](#) action items.
- Mail a welcome letter to your new employee as soon as he/she accepts the employment offer.
- Ask your new employee to submit payroll forms and complete I-9 Employment Eligibility Verification **before** or on their first day of work. Review the [new employee checklist](#) with them.
- Register** your new **benefits-eligible** employee in [ASU New Employee Orientation](#) and email the Orientation information to them.
- Call your new employee to check in and answer any questions.
- Tell your new employee when, where and to whom they should report on their first day, as well as where to park, if needed.
- Send an announcement about your new employee to your department a few days before the employee begins.
- Order a name tag or name plate, and request keys.
- Clean and prepare the workspace with office supplies and equipment.
- Develop an orientation plan for the employee, including a job description, performance standards, departmental norms and the department resources the employee will need to accomplish assigned duties and tasks.
- Prepare a schedule of job-specific and department-specific learning activities that the new employee will complete with team members during the first two weeks.

DAY 1 | ORIENTATION

You registered your new **benefits-eligible** employee in [ASU New Employee Orientation](#); make sure that they know when and where to attend Orientation, and what to do afterward (go home or come to your office).

- If your new employee is part-time, ask him/her to complete the [online narrated Orientation](#) on the first day in the office to begin onboarding.

DAY 1 | IN THE OFFICE

Be available to greet your new employee when he/she arrives and give him/her a department tour.

- Introduce your new employee to coworkers and team members.
- Confirm that your new employee has submitted payroll forms and completed I-9 verification.
- Provide your new employee with a comprehensive, well-organized reference binder containing information about the department, names of team members, an organizational chart, departmental norms, their job description and other pertinent details.
- Review your new employee's job description and explain specific responsibilities.
- Review [SPP 801: Employee Conduct and Work Rules](#) with your new employee. Discuss work schedule and hours, policy for reporting absences or tardiness, overtime policy, code of conduct, dress code, and safety and emergency procedures.
- Make yourself and other department resources available to the employee throughout the day.



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THE FIRST WEEK

- Review the [list of action items and mandatory trainings](#) with your new employee. Remind your benefits-eligible employee of the benefits and mandatory retirement [enrollment deadlines](#).
- Make sure your new employee knows what is expected at work. Review basic duties and answer his/her questions. Clarify standards and expectations, and discuss how performance will be measured and reviewed.
- Tell your new employee about your leadership style; for example, whether you prefer email versus phone, an open door versus scheduled meetings, your views on empowerment and risk taking, your approach to career development and skill/knowledge development.
- Ask your new employee how he/she prefers to be coached.
- Enlist team members to teach the new employee department-specific tasks and activities.
- Give your new employee the materials and equipment needed to do their job effectively.
- After your employee completes ASU New Employee Orientation, ask him/her to share two or three highlights from the Orientation presentation.
- Acquaint your new employee with ASU's charter and goals, and explain how your department aligns with them. Help your employee connect his/her job to ASU's goals.
- If your budget allows, consider having a mid-morning break with coffee and pastries or a lunch to allow the new employee to socialize with the other staff members.
- Provide items such as maps of campus, information about performing arts venues, sporting events, and retail services surrounding campus.

FIRST THREE MONTHS

- Have regular meetings with your employee. Check in to see how the new employee is adjusting and verify that ASU and the department are delivering on promises made. Invite the employee to express any concerns.
- Give your new employee frequent feedback; [praise and recognize](#) him/her for doing good work and celebrate accomplishments.
- Gradually introduce more specific details of the job and reinforce key points delivered previously.
- Review pertinent ASU policies and procedures. Confirm that [mandatory trainings](#) have been completed.
- Help your new employee understand the big picture and re-emphasize ASU's charter and goals, and explain how your department aligns with them.
- Begin to create a professional development plan with your employee.

FOUR – SIX MONTHS

- Write an informal, three-month performance evaluation that describes how well the employee is performing his/her primary job responsibilities. Clarify standards and expectations, and discuss how performance will be measured and reviewed after six months and at year-end.
- Acquaint your new employee with ASU's [performance evaluation](#) form and explain the core expectations and rating system.
- Continue to meet regularly with your employee to give performance feedback and celebrate accomplishments.
- Schedule time to talk with your employee about what motivates him/her at work and what talents he/she would like to contribute or develop.
- Ask your new employee what kind of professional development opportunities they would value.



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SIX-MONTH PERFORMANCE EVALUATION

- Conduct a formal six-month performance evaluation that describes how well the employee is performing their primary job responsibilities, as well as how well they are meeting the core expectations listed in the [annual performance evaluation](#).
- [Praise and recognize](#) your employee for doing good work, and celebrate accomplishments.
- If an established standard isn't being met, work with the employee to create a [performance improvement plan](#). Coach your employee to perform better.

ONGOING ONBOARDING AND PERFORMANCE FEEDBACK

- Conduct a [Stay Interview](#) to keep your employee engaged. Discuss what motivates him/her at work and what talents they would like to contribute or develop. Discuss how you can help them advance at ASU.
- Conduct an [annual performance evaluation](#) in accordance with [SPP 808](#). Celebrate the employee's accomplishments.
- Continue developing your employee so he/she will be an engaged, productive member of the ASU community.

ONLINE RESOURCES

[ASU information for all new employees](#)

[ASU New Benefits-Eligible Employee Orientation](#)

[ASU recruitment and selection information](#)