NEW HIRE Onboarding Checklist

Employee name_____

	Tasks for Managers–Before First Day	Department Contact	Date	Initials
	Identify new space has needed office supplies			
	Visitor Parking Pass for the first few days (Police - x4624)	Police: 620-235-4624		
	Order office keys, if needed	Facility Operations: 620-235-4783		
	New2PSU	support.pittstate.edu		
	Assign your new hire a mentor and/or onboarding buddy.			
	Assign your new hire a training plan			
	Schedule regular check-ins throughout the first two weeks.			
	Invite new hires to relevant meetings or projects.			
	Schedule your new hire's first day meetings, prioritizing intro calls with colleagues who will work closely with the new hire.			
	Tasks for Managers–Employee's First Day			
	Coordinate a welcome meeting to kick off your new hire's first day.			
	Take your new hire on a tour of the office/building (restrooms, kitchen, etc.)			
	Provide Map of Campus	https://www.pittstate.edu/about/campus-map.html		
	Introduce the Strategic Plan	https://www.pittstate.edu/president/strategic-plan-2023.html		
	Schedule a meeting with Human Rescoures to finish benefits/paperwork	https://www.pittstate.edu/hr/about-us.html		
	Sign Conflict of Interest			
	Complete Emergency Contact List (house in department)			
	Share essential company policies (e.g., hours of operation, dress code, parking, etc.)	https://www.pittstate.edu/hr/policies/index.html		
	End of first day check-in.			
	Tasks for Managers–Employee's First Week			
	Once employee is hired in GUS Cloud-			
	Visit Gorilla Geeks for ID Card and email login	Geeks: 620-235-4600		
	Order Business Cards	https://www.myorderdesk.com/psuprinting		
	Conduct periodic reviews setup weekly/monthly meetings			
	Setup/Review RAVE Alerts			
	IT Campus Training: Technology 101 & Canva Training	https://www.pittstate.edu/it/information-technology-services/it-training.html		
	Invite your new employee to recurring one-on-one meetings to provide regular check-ins.			
	Campus Tour			
	Tasks for Managers–Employee's First Month			
	Appointment for Professional Headshot			
	Review Position Description			
	Review Performance Evaluation and Ratings			
	Introduce Employee to LinkedIn Learning	https://lnkd.in/g4678Qye		
	Tasks for Managers–Employee's 90 day check-in			
	Stay Interview (Initated by HR after 90 days of employment)			
	If Applicable			
	Order Desk Name Plate	https://www.myorderdesk.com/psuprinting		
	Order Name tags	https://www.myorderdesk.com/psuprinting		
	Order Door Sign	https://www.myorderdesk.com/psuprinting		
	Sign Confidentiality Agreement or other like documents			
	Financial Training - Business Office (contact Rachel Johnson)	Business Office: (Rachel) 620-235-4152		
	Expenses Reimbursement Supplier Setup - Purchasing Office	Purchasing Office: (Lindsey) 620-235-4169		
	PSU Employee Benefits Summary - Covered in Meeting with HR	https://www.pittstate.edu/hr/benefits-summary.html		
	Department Specific			
	Line Manager Signature	Completion Date		