



Manager onboarding checklist

Due Date	Task
120 Days Prior Full and part-time faculty only	Orientating to University: Preparing for Move Welcome your new faculty member to the Northeastern community. Depending on their start date, provide information about Faculty Orientation and/or the start of the semester. Be sure to highlight the schedule that will come from the Office of the Provost in July regarding Orientation week in late August and the mix of sessions, dates and receptions. You may also want to share information regarding relocation and other resources. Also, please share any college specific information at this time. You will want your new faculty member to be ready to hit the ground running on day one, so it's important that they can access MyNortheastern and Canvas to prepare course work ahead of time. Visit Connect to Tech for information
45 Days Prior Full and part-time faculty only	Remind about Activities for New Faculty Be sure to confirm/ remind your new hire about the information they will receive from the Office of the Provost regarding the Faculty Orientation week and the appropriate sessions, dates and receptions. Also share any college specific information. Set the expectations for the first two weeks on campus and commitments such as departmental meetings; new Faculty Orientation; new hire orientation, etc.
14 days in advance ALL	Send welcome note If appropriate, send an introduction note to the new hire's team/college/division in advance. It's a great way to make the new hire feel welcome.

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14 Days Prior	<p>Determine Space and Technology Needs</p> <p>You will want your new hire to be ready to hit the ground running on day one, so it's important to have their space ready for them.</p> <ul style="list-style-type: none"> - Determine where your new hire will sit - Identify other needed technology (phone, computers etc.), and equipment - Provide instructions on how to claim a MyNortheastern account - Create or request a sponsored account for your TNS employee, if needed - Visit the ITS Getting Started for Sponsored Accounts article for guidance - Reach out to Connect to Tech if needed. - Refer to the knowledge articles available through the HR Service Center for additional resources and links - Work with your local points of contact for space, moves, as needed <p>If your new hire works remotely, work with them to ensure their space, equipment and technology needs are met.</p>
7 Days Prior	<p>Welcome New Hire to University</p> <p>Contact your new hire and welcome them to the university. If appropriate at this time, confirm start details such as:</p> <ul style="list-style-type: none"> - Where to go on day one - What time to arrive - Share what meetings are planned for day one (lunch, breakfast) - Assistance with commuting/ parking - Dress code, if necessary
7 Days Prior	<p>New Hire Orientation and Systems Access</p> <p>Set up initial training before your new hire arrives: If your new hire is benefits-eligible, register them for the virtual university wide orientation. For remote and global hires, work with the department or campus to provide a local orientation as well. For non-US new hires, you can arrange a special benefits session by submitting a Benefits Inquiry in the HR Service Center.</p> <p>Arrange for systems access and any initial training (e.g. Workday, Concur, etc.). Contact the responsible department for access forms and training availability. Procure access for things like signature authority, permissions, delegations, etc.</p>
7 Days Prior	<p>Create an onboarding plan</p> <p>It is a good idea to develop an onboarding plan in advance of your new hire's first day. Consider the following when creating the plan:</p> <ul style="list-style-type: none"> -Outline their initial calendar of events. -Set up a few initial meetings and, if possible at this time, add the new hire to any

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	<p>standing meetings.</p> <ul style="list-style-type: none"> -Determine first projects/tasks/events. -Assign a peer/buddy/mentor, if necessary. -Plan a tour, if necessary
3 Days Prior	<p>Prepare Work Space and Secure Building Access</p> <p>New hires want to feel welcome on day one: Ensure that their space is cleaned and, if necessary, stock their desk/office with supplies. Verify any access needs for space/building such as keys, codes, etc. Determine uniform requirements, if necessary.</p>
3 Days Prior	<p>Environmental Health & Safety Training</p> <p>Determine if any Environmental Health & Safety Training (EHS) is needed. For more information or to set up appropriate training, visit the EHS training website.</p>
3 Days Prior	<p>Arrange Lunch and/or Welcome Activity</p> <p>Set up lunch plans for your new hire's first day with their team or department. If appropriate, plan a welcome coffee/social meet and greet for your new hire in their first week.</p>
Start date	<p>Welcome the New Hire on Day One</p> <p>Welcome your new hire on day one - either in person, via phone call or by email. Provide an overview of the first week:</p> <ul style="list-style-type: none"> - Cover first week highlights - Set expectations - Don't overwhelm them with too much information
Start date	<p>Introduce the New Hire to the Team/Department</p> <p>Introduce the New Hire to their Team/Department:</p> <ul style="list-style-type: none"> - Send an email to the new hire's department if you haven't yet - Walk them around to meet the team/department/tour the building - Review the organizational chart - Show them the restrooms, kitchen/break room, supply closets, etc.

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Start date	Introduce Necessary Systems and Provide Access Introduce your new hire to necessary systems and provide access: <ul style="list-style-type: none"> - Help your new hire request a sponsored account and create their myNortheastern account - Remind them that this login cascades to many other systems on campus - Review the HR Service Center articles on Onboarding for guidance on systems/resources your new hire might need to access - Have them enroll them in multi-factor authentication through DUO - Provide them with keys/codes, if necessary - Review available software (Outlook, Skype, etc.) - Explain your department's shared drives/technology protocols
Start date	Review any department specific standards, practices and procedures. These may include: <ul style="list-style-type: none"> - Standard work hours/schedules - Standing meetings - Vacation/sick policy/process - Time Tracking requests/approvals/processes - Overtime hours, if applicable - University calendars & holidays - Office open/close procedures - Evacuation procedures/emergency contact plan
Week 1	Review the New Hire's Onboarding Plan Meet with your new hire during their first few days to explain the purpose of their onboarding plan and review the plan with them. Make sure not to overwhelm your new hire with too much information at a time.
Week 1	Discuss Expectations for Your New Hire It is important to learn about your new hire's working style and share your own to build an effective working relationship. This starts by doing the following: <ul style="list-style-type: none"> - Outline role expectations for the first month through 90 days (including the probationary period) - Review their job description / - Set check in schedule - Explain initial meetings/people to meet - Assign first projects/tasks/events - Start to draft initial goals with your new hire for the first 90 days - Be available to answer questions



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Week 1	Confirm Completion of Employee Self-Service Ensure that your new hire has reviewed/updated their personal information in Workday
Week 2	Check in with Peer/Buddy (if applicable) Touch base with peer/buddy and make sure they have had a chance to connect with your new hire. You may want to ask your new hire how it's going as well.
Week 2	Continue to Get to Know the Community Continue to show your new hire around campus: - Take them on a walk/tour of your campus - Outline any major department or campus events that will take place during their first few weeks.
Week 3	Continue to ensure Your New Hire is Set Up for Success It's important to continue to meet regularly with your new hire throughout their first month: - Make sure to check on their benefits, first pay period, commute, schedule, etc. - If appropriate, ensure they are meeting with their peer/buddy - Provide list of department goals, projects, cyclical programs, events - Continue to build your relationship
30 days Benefits eligible staff and internal transfers only	Discuss the Performance & Development cycle, including the schedule for mid-year and year end reviews. Be sure to: -Discuss your approach to feedback - both to and from the new hire and your team -Review performance standards and expectations for the role -Finalize goals for probationary period and start to talk about annual goals -More information on the performance & development cycle, including training, can be found in the For Managers: Staff Performance & Development FAQ -If there are any initial concerns about performance, contact your HR Business Partner to discuss them -HR provides a probationary period review form to guide the review.



By day 30	<p>Ensure Completion of Required Onboarding Tasks: Benefits Enrollment, 30 Day Training Deadline and Update of Employee Information</p> <p>Benefits Enrollment information is on the HR Service Center and discussed in New Hire Orientation. Enrollment is through Benefits Navigator.</p> <p>Required initial training includes:</p> <ul style="list-style-type: none"> - Review University Policies - Code of Ethical Conduct video - Preventing Harassment and Discrimination - Information Security Essentials - Racial & Cultural Literacy add link <p>Your employee receives email notification when enrolled in all training other than policies and Ethical Conduct.</p>
45 days	<p>Check in on Performance</p> <p>At this point, your new hire should be in a routine and producing work results. Review the performance process again and ask your new hire for their initial thoughts on how they are doing.</p> <ul style="list-style-type: none"> - Review performance - Have a probationary period check in - Finalize annual goals - If there are any initial concerns about performance, contact your HR Business Partner to discuss them
45 days	<p>Plan Professional Development Opportunities</p> <p>Northeastern is a lifelong learning opportunity. Now is a good time to identify ways for your new hire to stay engaged and grow at Northeastern:</p> <ul style="list-style-type: none"> - Review the foundational and job specific skills and competencies needed for success - Review internal and external opportunities - Many opportunities can be found on the Professional & Leadership Development website page of the HR Service Center
60 days	<p>Increase University Awareness</p> <p>Build cross functional opportunities for your new hire to learn about the wider university by connecting them with areas outside of their own:</p> <ul style="list-style-type: none"> - Introduce your new hire to other university partners - Encourage them to attend local or virtual university events

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90 days	Draft Probationary Period Review The probationary period review form should be completed and discussed with your new hire. A copy of the signed review should be retained by the manager. Feedback from this review and these goals should be incorporated into the annual review and review process. The annual review should be completed and turned in at the end of the cycle. A college or division contact will collect the reviews which then make their way to Human Resources for the personnel file.
Benefits eligible staff and internal transfers only	
Ongoing	Know Northeastern Visit the following website to learn more about Northeastern's vision, approach, leadership and resources.