|  |
| --- |
| **Onboarding Checklist: Officers of Administration & Classified Employees**  New Hire Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *This checklist provides general guidance and captures onboarding and orientation action items that are applicable campus-wide for all officers of administration and classified employees. This is an optional resource intended for use by a department representative. It is not intended to be given directly to a new hire. It is customizable, so you can edit and add to this list as appropriate for your department or unit.* |
| **Prepare for New Hire Arrival** |
| * **Create a schedule for first day and first week** Notify those individuals who may be meeting with the new employee. Plan welcome activities, as appropriate. * **Identify an orientation partner** Select a coworker to partner with the new employee for the first month to provide guidance and support [(please see suggested criteria for selection](https://hr.uoregon.edu/recruitment/onboarding-orientation/orientation-onboarding-guide-supervisors#orientation_partner)). * **Meet with orientation partner** Discuss their responsibilities during the new employee’s first day, week, and/or month of work. * **Make a training calendar**  Identify key meeting and training dates during their first month of employment. Please include information about the required [Workplace Harassment & Discrimination Prevention training](https://hr.uoregon.edu/learning-development/workplace-harassment-prevention) . * **Send an announcement** Notify unit of new hire, job title, responsibilities, and their start date. Ask colleagues to welcome the employee on their first day and encourage their support. * **Create a welcome packet** Gather important information to cover on the first day.  This might include:   + Welcome letter, organizational charts, department phone directory, maps, etc.   + Information on your department’s and/or unit’s goals and culture.   + Names of department key resources or contacts and university resources, such as [Human Resources](https://hr.uoregon.edu/), [Ombuds Office](https://ombuds.uoregon.edu/), Office of the Provost, UO Police Department, etc. |
| **Onboard & Orient New Hire** *Complete within the* ***first month*** *of employment* |

|  |
| --- |
| * ***Share the plan for their first day*** Forecast the day’s schedule; highlight important meetings and upcoming trainings/orientations. * **Review welcome packet information** Share the content of the welcome packet covering important information such as directory, organizational chart, department forms and guidelines, etc. * **Introduce new employee to orientation partner** Discuss the orientation partner’s supporting role in the onboarding process. New employee and orientation partner schedule future meetings throughout the month ([please see functions of orientation partner](https://hr.uoregon.edu/recruitment/onboarding-orientation-guide-supervisors#orientation_partner)). |

|  |
| --- |
| **Onboard & Orient New Hire Continued** *Complete within the* ***first month*** *of employment* |
| * **Set a date and time to check-in with employee** Set a calendar reminder or schedule a meeting to check-in with employee during the first week to address any concerns or questions and set job expectations and goals. Meet regularly with the employee to answer questions, and provide feedback and guidance. * ***Discuss job responsibilities and expectations*** Review position description, job expectations, and trial service (if applicable). * ***Share performance review process*** Discuss [performance review](https://hr.uoregon.edu/employee-labor-relations/supervisor-toolkit/performance-management) schedule and process. * ***Discuss learning and development opportunities*** * Introduce [MyTrack](https://hr.uoregon.edu/learning-development/mytrack-learning-module) and discuss [learning and development](https://hr.uoregon.edu/learning-development) at the university. * ***Schedule more university trainings as needed*** * [Add learning activities](https://hr.uoregon.edu/learning-development/mytrack-learning-module/mytrack-user-guide-supervisors#add) to the employee’s development plan in MyTrack. * ***Check-in with orientation partner*** Request feedback from assigned orientation partner to use as coaching for new employee and to help inform new employee’s development plan. |
| **Onboard & Orient New Hire** *Complete within the* ***three months*** *of employment* |
| * ***Set goals*** Establish and communicate performance goals for new employee. * ***Set schedule for regular meetings***  Meet regularly with the employee to answer questions and to discuss the new employee’s progress and performance. |