On-Boarding Checklist
Hiring Supervisor

Pre-Arrival:

☐ Schedule time to spend with new hire the day/week of arrival
☐ Review new hire job description for any necessary changes
☐ Arrange training/orientation schedule to provide to new employee outlining first week(s), coordinate with others involved
☐ Confirm all new hire paperwork steps are complete and identify Ohio State Username (service center will communicate)
☐ Prepare workspace for new hire and order any necessary supplies (keys, phone, business cards, furniture, etc.)
☐ Request access to systems, buildings, rooms, and files as necessary
☐ Send email to new hire with start time and location for first day and any other relevant office details (dress code, parking location, entry access, room number, etc.)

Arrival:

First Day/Week:

☐ Introduce new hire to staff and provide tour of facility
☐ Create and send internal announcement introducing new hire (as appropriate)
☐ Provide campus map, keys/keycards, business cards, directories, phone numbers (IT, OHR, etc.)
☐ Assist employee in obtaining BuckID & Parking Permit if needed (sending to Union & Gateway with a buddy is recommended)
☐ Ensure new hire has all materials necessary to perform job; explain office equipment, procedures, and internet and phone policies
☐ Review safety materials/emergency procedures (Buckeye Alert, fire exits, etc.)
☐ Review position description and discuss role expectations and responsibilities
☐ Discuss mission, vision and goals of university, VP unit, and department
☐ Discuss relevant organizational charts for department, VP unit, university
☐ Identify key department contact(s) able to assist with various tasks/topics throughout onboarding, and provide a peer mentor
☐ Discuss culture/history of department, weekly schedule, office hours, attendance procedures, etc.
☐ Manager discussion: preferred contact methods, meeting schedule, supervisor hot buttons, deadlines, timesheets/leave, etc.
☐ Review required trainings – examples:
  o Institutional Data Policy Training (online at carmen.osu.edu)
  o Sexual Misconduct & Relationship Violence training (online at go.osu.edu/buckeyelearn)
  o OSHA (online at ehs.osu.edu/Training/Default.aspx)
  o Any other trainings required for system access

Post-Arrival:

First Month:

☐ Meet with new hire frequently to discuss training and answer any questions
☐ Schedule meetings with key contacts and units
☐ Provide information about performance management and develop initial performance goals and expectations
☐ Ensure employee has all necessary materials and is becoming familiar with campus

First Quarter:

☐ Meet with new hire to discuss performance and goals and revisit role expectations (position description)
☐ Share initial feedback, comments, and concerns
☐ Ask for feedback on on-boarding process and peer mentor relationship (if applicable)

First Year:

☐ Evaluate progress on objectives, discuss performance, and develop goals for the following year