Employment Offer:

- Find out if student has other campus employment to ensure hours will be possible without exceeding limitations
- Discuss position details at time of offer, including pay rate, hour requirements, etc. and provide offer letter to sign
- Explain next steps, service center email communication and instructions for new hire paperwork process
  - Please notify the student that they may be required to provide original identification documents for the I-9

Pre-Arrival:

- Confirm all new hire paperwork steps are complete before scheduling first day of work
  - Will receive “Ready to Work” email from service center when all necessary steps are complete
- Schedule time to spend with new hire the day/week of arrival
- Arrange training/orientation schedule to provide to new employee outlining first days
- 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, work hours, room number, etc.)

Arrival:

First Day/Week:

- Introduce new hire to staff and provide tour of facility
- Provide campus map, keys/keycards, business cards, directories, phone numbers (IT, OHR, etc.)
- Ensure new hire has all materials necessary to perform job; explain office equipment, procedures, and internet and phone policies
- Review safety materials/emergency procedures
- Discuss mission, vision and goals of university, VP unit, and department
- Identify key department contact(s) able to assist with various tasks/topics throughout onboarding
- Manager discussion: preferred contact methods, timesheet preferences, supervisor hot buttons, etc.
- Review required trainings – examples:
  - Institutional Data Policy Training (if required for access – found online at carmen.osu.edu)
  - Sexual Misconduct & Relationship Violence training (online at go.osu.edu/buckeyelearn)
  - OSHA (online at ehs.osu.edu/Training/Default.aspx)
  - Any other trainings required for the position

Post-Arrival:

First Month:

- Discuss projects, tasks and performance expectations, provide training and resources.

First Quarter:

- Share initial feedback, comments, concerns, and answer questions

First Year:

- Evaluate progress on projects, tasks, and discuss performance