

SEWB Onboarding Checklist for Managers

Pre-Onboarding		
Timeframe	Task	Completion Date
	Extend verbal job offer to selected candidate and include the following information in initial discussion if applicable: <ul style="list-style-type: none"> • Tentative start date • Hiring manager contact information • Compensation information; pay cycles/dates • USG benefits information • Relocation information • Work schedule and flexible work arrangements • Professional development resources • Travel requirements • Probationary period and evaluation • Note that offer is contingent upon successful completion of background check 	_____ Date Initials
	Prepare and send contingent job offer letter. <ul style="list-style-type: none"> • Letter should include the same information from verbal job offer discussion • Be sure to communicate method and timeframe for returning signed letter 	_____ Date Initials
	Ensure selected candidate signs, dates, and returns contingent job offer letter.	_____ Date Initials
	Initiate background screening process by submitting request form to GTHR.	_____ Date Initials
	Follow up with GTHR to ensure request for background screening has been received and that the selected candidate has signed the required forms to jumpstart the process.	_____ Date Initials
<i>For benefits to cover employee's first month, they must begin work by the 1st of the month</i>	Once all background screening is complete, contact the selected candidate and confirm official start date.	_____ Date Initials
	Confirm that the candidate has received the email from Equifax Compliance Center to complete the electronic portion of the onboarding process online. The candidate will complete the final, in-person portion of the onboarding process at their first GTHR appointment.	_____ Date Initials



	<p>Prepare welcome email for new hire. Be sure to include the following information, if applicable:</p> <ul style="list-style-type: none"> • Who, where, and when to report on employee's first day • Directions and parking information • Department contact information • List of materials to bring for initial HR appointment • Link to payroll schedule • Dress code information • Standard work hours and flexible work arrangements 	<p>_____</p> <p>Date Initials</p>
<p><i>Appointment must take place within employee's first 3 days of employment</i></p>	<p>Schedule onboarding appointment with GTHR.</p>	<p>_____</p> <p>Date Initials</p>
<p><i>Ticket should be submitted at least two weeks prior to new employee's start date</i></p>	<p>Submit Service Now ticket for any necessary technology equipment and software, including:</p> <ul style="list-style-type: none"> • Laptop deployment • Workstation set up (e.g., monitors, docking station, telephone) • Software (e.g. EMS) and network access (e.g. share drive) 	<p>_____</p> <p>Date Initials</p>
	<p>Prepare employee workstation</p> <ul style="list-style-type: none"> • Clean and sanitize desk, chair, and monitors • Purchase and distribute known supply needs • Place work order for any broken items, if necessary • Create welcome banner and spirit bag 	<p>_____</p> <p>Date Initials</p>
	<p>Establish employee's campus mailing address and mailbox location.</p>	<p>_____</p> <p>Date Initials</p>
	<p>Order employee name badge and business cards</p>	<p>_____</p> <p>Date Initials</p>
	<p>Inform team members and campus partners of new employee's start date and other basic information about them and begin to compile a first week schedule that includes introductory meetings, lunches, and office/facilities tours with each group.</p>	<p>_____</p> <p>Date Initials</p>
	<p>Compile list of required and preferred trainings based on the employee's role. Trainings can include:</p> <ul style="list-style-type: none"> • New Hire Learning and Compliance • New Employee Experience • OneUSG trainings (manager self-service, employee self-service) • Workday, procurement, expenses • Defensive driving certification 	<p>_____</p> <p>Date Initials</p>



	<p>Prepare welcome packet for new employee specific to their unit/position. Packet should include:</p> <ul style="list-style-type: none"> • First week schedule detailing date, time, location, and point of contact for all introductory meetings, lunches, and tours • Office/department contact sheet • Department organizational chart • Campus map • Permit parking and campus transit information • Institute and department mission, vision, values • Flexible work arrangement information • Employee's job description and responsibilities • List of required and preferred trainings to complete 	<p>_____</p> <p>Date Initials</p>
<p>'First Five Days' – Week One Onboarding</p>		
<p><i>Must take place within employee's first 3 days of employment</i></p>	<p>Visit GTHR to complete final, in-person onboarding steps:</p> <ul style="list-style-type: none"> • Submit documentation for I-9 form • Sign Georgia Loyalty Oath • Obtain benefits information • Obtain GT ID number and username • Take photo and obtain Buzzcard 	<p>_____</p> <p>Date Initials</p>
	<p>Distribute any applicable work materials such as:</p> <ul style="list-style-type: none"> • Uniform • Office/building keys • Cell phone 	<p>_____</p> <p>Date Initials</p>
	<p>Review welcome packet with employee, including the first week schedule and any adjustments that may need to be made. This review can be in the form of a department presentation or one-on-one meeting between manager and new employee</p>	<p>_____</p> <p>Date Initials</p>
<p><i>Laptop deployment should take place within employee's first 2 days of employment</i></p>	<p>Technology deployment and review – w/ OIT</p> <ul style="list-style-type: none"> • Configure laptop for new employee • Ensure workstation monitors, keyboard, mouse, and docking station are working properly • Enable access to office copier machine and any required software and network drives • Review OneDrive, WiFi, and VPN use 	<p>_____</p> <p>Date Initials</p>
	<p>Submit ticket on behalf of employee for any necessary building/room access</p>	<p>_____</p> <p>Date Initials</p>



	<p>Conduct office / facility tours with new employee</p> <ul style="list-style-type: none">• Introduce employee to office staff and identify main office contacts for specific questions/issues they may have• Show employee where office supplies and equipment are kept and where/with whom to submit supply requests• Show employee location of Kaba clocks and/or how to use web clock, if applicable• Identify restroom and break/lounge areas for employees• Review building hours and access procedures	<p>_____</p> <p>Date Initials</p>
	<p>Update internal office / department directory with new employee's information</p> <ul style="list-style-type: none">• Add new employee to office and departmental listservs and Teams Groups• Send new employee calendar invite to recurring departmental and divisional meetings• Submit ServiceNow ticket for departmental email alias• Provide employee information regarding their campus mailing address and mailbox location• Take employee photo for website	<p>_____</p> <p>Date Initials</p>
<p><i>"New Hire Learning and Compliance" must be completed within the first 30 days of employment.</i></p>	<p>Provide employee previously compiled list of trainings. Identify which trainings are mandatory and the timeframe in which they should be completed.</p> <ul style="list-style-type: none">• A training schedule can also be built into the employee's first week schedule.	<p>_____</p> <p>Date Initials</p>
	<p>Establish meeting / communication cadence with employee</p> <ul style="list-style-type: none">• Discuss best methods of contact (phone call, text, email, Teams)• Discuss after-hours / emergency contact procedure• Regular check-ins during the first month can be used to address any questions or concerns, assess progress on job training materials, and prepare for six-month probationary evaluation	<p>_____</p> <p>Date Initials</p>