

## SEWB Onboarding Checklist for Managers

### Pre-Onboarding

Extend verbal job offer to selected candidate and discuss the following as applicable:

- Tentative start date
- Hiring manager contact information
- Compensation information; pay cycles/dates
- [USG benefits information](#)
- Relocation information
- Work schedule
- [Professional development resources](#)
- Travel requirements
- Probationary period and evaluation

**Note:** Communicate to selected candidate that job offer is contingent upon successful completion of background check.

Prepare and send contingent job offer.

- Contingent job offer should include the same information as verbal job offer.
- Communicate the method and timeframe for returning signed letter.

Ensure selected candidate signs, dates, and returns contingent job offer letter.

Initiate [background screening process](#) by submitting request form to GTHR.

Follow up with GTHR to ensure background screening request is received and selected candidate has signed all required forms.

Contact the selected candidate to confirm official start date once all background screening is complete.

Confirm the selected candidate has received the email from Equifax Compliance Center to complete the electronic portion of the onboarding process.

**Note:** The selected candidate must complete the in-person portion of the onboarding process within three days of their start date.

Prepare welcome email for new hire. Include the following information as applicable:

- Who to report to
- When and where to report on day one
- [Directions and parking information](#)
- Department location and contact information
- [List of materials to bring for in-person HR appointment](#)
- [Link to payroll schedule](#)
- Dress code information
- Standard work hours

Help new hire [schedule onboarding appointment](#) with GTHR.

**Note:** The onboarding appointment must take place during the new hire's first 3 days of employment.

[Submit ticket](#) to Student Life IT for "New Employee IT Onboarding." Detail any necessary technology services, equipment and software, including:

- Laptop deployment
- Workstation setup (e.g., monitors, docking station, telephone, etc.)
- Software (e.g., EMS) and network access (e.g., SharePoint)

Prepare new hire's workstation

- 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 if desired

Establish new hire's campus mailing address and mailbox location (if applicable)

Order new hire's name badge and business cards

Inform team members and campus partners of new hire's start date and arrival

Draft a first week schedule that includes introductory meetings, lunches, and tours.

Compile list of required and preferred trainings based on the new hire's role. For example:

- [New Hire Learning and Compliance](#)
- [New Employee Experience](#)
- OneUSG trainings
- Workday, procurement, expenses
- Defensive driving certification

Prepare welcome packet for new hire. Packet should include:

- First week schedule
- Office/department contact sheet
- Department organizational chart
- [Campus map](#)
- [Permit parking](#) and [campus transit](#) information
- Institute and department mission, vision, values
- Position description and responsibilities
- List of required and preferred trainings to complete

## Onboarding | Week One

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Instruct new hire to visit GTHR to complete in-person onboarding steps:

- Submit documentation for I-9 form
- Sign Georgia Loyalty Oath
- Obtain benefits information
- Obtain GTID number and username
- Take photo and obtain BuzzCard

**Note:** *The onboarding appointment must take place during the new hire's first 3 days of employment.*

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| <input type="checkbox"/> Distribute any applicable work materials such as: <ul style="list-style-type: none"> <li>• Uniform</li> <li>• Office/building keys</li> <li>• Cellphone</li> </ul>  |
| <input type="checkbox"/> Review welcome packet with new hire, including first week schedule and list of trainings <p style="text-align: center;"><b>Note:</b> <i>“New Hire Learning and Compliance” must be completed during the first 30 days of employment.</i></p>  |
| <input type="checkbox"/> Contact Student Life IT for technology deployment and setup. This should include: <ul style="list-style-type: none"> <li>• Laptop configuration</li> <li>• Workstation, monitors, keyboard, mouse, and docking station functionality test</li> <li>• Office copier/printer, software, and network drives access granting</li> <li>• OneDrive, WiFi, VPN setup</li> </ul> <p style="text-align: center;"><b>Note:</b> <i>Technology deployment should take place within new hire’s first 2 days of employment.</i></p>                                   |
| <input type="checkbox"/> <a href="#">Submit ticket</a> on behalf of new hire for any necessary build/room access   |
| <input type="checkbox"/> Conduct office/facility tours with new hire <ul style="list-style-type: none"> <li>• Introduce new hire to office staff, identifying main points of contact for specific questions and issues</li> <li>• Show new hire where office supplies and equipment are located</li> <li>• Identify who to submit supply requests to</li> <li>• Show new hire location of Kaba clocks and/or how to use web clock, if applicable</li> <li>• Identify restroom and break/lounge areas for staff</li> <li>• Review building hours and access procedures</li> </ul> |
| <input type="checkbox"/> Update internal office/department directory with new hire’s information <ul style="list-style-type: none"> <li>• Add new hire to office and departmental listservs and Teams channels</li> <li>• Send new hire calendar invite to recurring departmental, divisional, and cabinet area meetings</li> </ul>  |

- Provide new hire information regarding their campus mailing address and mailbox location (if applicable)
- Take new hire's photo for departmental website

Establish meeting/communication cadence with new hire

- Discuss best methods of contact (call, text, email, Teams, etc.)
- Discuss after-hours and emergency contact procedure
- Schedule regular check-ins

**Note:** Regular check-ins can be used to address any questions/concerns, assess progress on job training materials, ensure compliance with required trainings, and prepare for six-month probationary period evaluation.