

## Onboarding Checklist for Managers

Employee Name \_\_\_\_\_ Start Date \_\_\_\_\_

### **Before a new employee begins their journey at FIU, you should. . .**

- Confirm new employee's official start date with Human Resources
- Verify online Sign On Packet and supporting documentation have been submitted to HR
- Ensure new employee has been registered for (NEE) New Employee Experience  
**(EVERY EMPLOYEE MUST ATTEND NEE ON THEIR FIRST DAY OF EMPLOYMENT)**
- Send new employee a welcome message that includes:
  - Where they should report to work the day after NEE
  - The time they should report to work
  - What is the expected work attire
- Prepare team members for new employee's arrival
  - Send an e-mail or memo introducing new employee to your team  
(We recommend that you encourage every member of your team to extend a warm welcome and assist the new employee with their transition)
  - Announce new employee's arrival to members of the FIU community that will work closely with them
  - Update departmental phone lists and e-mail groups to include new employee
- Designate workspace and assign necessary office equipment and supplies

### **Upon the arrival of new employees to your department, you should schedule a meeting to discuss:**

- Departmental infrastructure, vision, mission, and goals
- Departmental policies and procedures
- Dress code
- Work schedule(s) and protocol for time keeping
- Role and responsibilities
- Performance standards and assessment criteria for their position
- Professional development opportunities
- Specific functions within the department and how they will impact and support these functions
- How to obtain/order office supplies and other tools and/or resources
- Guidelines and protocol for after hours work area access
- Where to obtain a decal or get lunch on campus
- Username and Panther ID and how to access the computer
- Overview of phone usage and how to set up the voicemail greeting
- Remind employees to enroll in health and supplemental benefits within 60 days and a retirement plan within 90 days

**During the employee's first week, you should. . .**

- ❑ Schedule a welcome breakfast/lunch (You may want to consider inviting members of your team)
- ❑ Discuss work agenda for the first two weeks
- ❑ Request a phone extension, e-mail account, and applicable computer access [askit.fiu.edu](http://askit.fiu.edu)\*
- ❑ Submit key request form <http://facilities.fiu.edu/newkeyrequest-faq.htm>\*
- ❑ Order business cards (if applicable)
- ❑ Discuss/schedule any trainings they are required to attend
- ❑ Allocate time for new employee to meet with a HR Benefits representative to select benefit options
- ❑ Meet with new employee at the end of the first week to answer questions, inquire about their first week experience, and provide direction for the next few weeks

**After the employee's first 30 days, you should. . .**

- ❑ Celebrate their three month milestone
- ❑ Set performance goals
- ❑ Discuss Performance Excellence Process (PEP)
- ❑ Schedule a regular time to meet with employee to discuss performance and provide feedback

Similar meetings should take place after 90, and 180 days. Managers are encouraged to meet with new employee often during the first 180 day (6 months) to set expectations and allow the employee to clarify any issues now that he/she is more familiar with the job.

*\*Employees must be assigned a Panther ID number before submitting these requests. You may verify or look up Panther ID numbers online through your [Manager Dashboard](#) in PantherSoft HR.*