MANAGER’S CHECKLIST
FOR
NEW EMPLOYEE
DEPARTMENT ONBOARDING

Onboarding includes the processes that allow new employees to learn about Rutgers University-Camden, its structure, vision, mission and values, as well as to complete new employee paperwork relative to benefits and legal documents.

Faculty and staff are our most valued asset at Rutgers University. Many organizations believe that onboarding is a one-day event in which the new employee signs all appropriate paperwork, reviews all pertinent information, receives a tour, and is set to begin. We believe that onboarding is an ongoing process throughout an employee’s tenure and this thorough process is what builds employee engagement with the ultimate goal of retention.

This checklist will ensure that you provide the new employee with the tools they need to be successful on their first day and beyond.
Employee’s Name: ___________________________________________  Start Date: ____/____/____

Phone Number/Email: ____________________________________________________________________________

BEFORE THE START DATE / PRE-ARRIVAL
Planning for your new employee’s arrival is critical. A new employee looks for immediate confirmation that joining Rutgers University-Camden was the right decision. Therefore, the onboarding process starts well in advance of the employee’s first day of work.

Determine what system access the employee will need and prepare the specific access requests. Following is a list of accesses and items they may need:

- HCM Commitment Accounting, Payroll, and HR Access [HCM Access System]
- Absence Reporting System Access form (ARS) [ARS Access Form]
- Key Requests [Key Request Form]
- NetID [http://gettingstarted.rutgers.edu/]
- Payroll System (i.e. Shared Services)

You will be notified by the specific departments once access has been granted.

Hiring Manager and Business Manager must communicate on all new hires so that the appropriate charging instructions are applied to the new employee’s record.

Assemble a RU-C Welcome Packet from the department and include items such as:

- Welcome letter from manager/supervisor
- Map of campus
- Job description and Organizational chart for department
- Department phone/email list
- Key Campus/University contact list (include units such as Events, Purchasing, HR, Payroll, etc.)
- Department procedures for request sick/vacation/time off
  - How lunch or breaks work (e.g., where to go, what to bring, departmental practices, cash or debit card, etc.)
- Reminder of New Hire Orientation
- Agenda/Schedule for first week
- Provide them this link for useful information [http://gettingstarted.rutgers.edu/]

Call your new employee to welcome them and confirm:

- Start Date and Time and Office Location
- Parking (employee must email [info_dots@ipo.rutgers.edu] with their start date, license plate number, name, make/model of car, and department name to allow for 3 weeks of parking prior to obtaining hangtag.
- First day contact person __________________________________________
  (Consider assigning them a buddy as a resource for the first few weeks)
- Inform employee you will send an email with the above access and request forms to be completed prior to their first day
- Review Offer Letter with employee
Prepare your new employee’s work space:

- Clean the work area
- Contact IT for technology set-up (computer, printer, phone, etc.)
- Set up desk with basic office supplies
- Order business cards/name tag/name plate
- Ensure all technology is working properly

EMPLOYEE’S FIRST DAY
Welcome the employee to Rutgers University! Set them up for success by providing them with the tools on their first day.

- Prepare an Agenda or Schedule
- Review Job Description to ensure understanding of duties and responsibilities
- Review department specific procedures with them
  - Dress code
  - Work hours/Time off procedures/Lunch, break times/ARS/Pay Schedule
  - Building/Department access
  - Distribute key access (if required; $5 deposit needed)
  - Tracking their time (Kronos, WebClock, etc.)
  - Provide them with NetID (if available)
  - Review various system accesses
  - Office protocol for email, answering telephone, etc.
  - Overtime and comp time policy and procedure
  - Tour department area (restrooms, office equipment, etc.)
- Review Service Excellence Standards
- Introduce them to the department team members (mentor if provided)
- Take them on a tour of the campus
- Schedule to have lunch with them on their first day (or your designee)
- Meet with employee at end of day to answer any questions

EMPLOYEE’S FIRST WEEK

- Provide list of current department projects/programs
- Review probationary period and performance evaluation process
- Review RU-C strategies and how division/department and THEY are linked to it
- Schedule them for any training necessary (training plan)
- Create opportunities for the new employee to meet and interact with other department employees
- Ensure employee completes benefits paperwork and returns to Camden HR
- Hold a department staff meeting
- Meet with employees at end of week to:
  - Provide initial feedback on performance
  - Obtain their feedback on how things are going
  - Review TABER procedures
  - Answer any questions they may have
  - Verify that technology (computer, phone, printer) is working properly
EMPLOYEE’S FIRST THREE MONTHS

☐ Provide continual feedback to employee
☐ Provide a three-month review, prior to the expiration of their probationary period, to determine if they have successfully completed probation
☐ Determine goals, performance criteria, and link them to the RU-C strategies.
☐ Review training plan
☐ Identify concerns, if any, and discuss any new needs
☐ Discuss any professional development opportunities with employee