

NEW EMPLOYEE ONBOARDING CHECKLIST

Before the Start Date

CALL OR EMAIL NEW EMPLOYEE

- ☐ Confirm start date/time and place to report
- ☐ Follow up on any questions they may have
- ☐ Go over dress code
- ☐ Let them know where to park and any building access they may need

TECHNOLOGY & OTHER RELATED ACCESS

- ☐ Watch for an email from Mercer IT with instructions for requesting computer set-up, email, phone, network and other related access, etc.
- ☐ Order computer or verify working computer. Contact Help Desk at ext. 7000
- ☐ Request purchasing card (if applicable). Go to purchasing.mercer.edu/purchasing-card for more information.
- ☐ Security or alarm code (if applicable). Go to auxiliary.mercer.edu/alarm-services/ for more information

SOCIALIZATION

- ☐ Notify your department of the new hire & include a brief employee bio.
- ☐ Set up meetings with critical people for the employee's first few weeks & add to new employee's calendar.
- ☐ If appropriate, assign a buddy or mentor.

PUT TOGETHER WELCOME PACKET AND INCLUDE:

- ☐ Contact names for the department
- ☐ Schedule for the 1st week
- ☐ Department/Unit organization chart
- ☐ Department/Unit phone and email list
- ☐ Map of campus with building highlighted
- ☐ Parking & transportation information.
Contact Mercer Police at ext. 5670 (MCN) or ext. 6358 (ATL)
- ☐ Mission/Vision and guiding principles for department/unit (if appropriate)
- ☐ Letter of expectations (if appropriate)

WORK SPACE

- ☐ Move furniture as applicable & clean the work area. Contact National Management at ext. 2783 if needed.
- ☐ Stock desk with basic office supplies.
- ☐ Make welcome sign (or card) & have department members sign it.
- ☐ Have key made for assigned areas. Contact Physical Plant at ext. 2900
- ☐ If applicable, order business cards and name plate



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On Their First Day

WELCOME THEM UPON ARRIVAL

- ☐ Understand they may be nervous so try not to overwhelm them
- ☐ Have someone escort them to the HR Office or other designated office to complete their I-9
- ☐ Provide an overview of the first day & work week & review first week schedule
- ☐ Discuss where they are allowed to park. Take them to get a parking decal from Mercer Police (if in ATL or MCN)
- ☐ Review job description & discuss expectations for the job
- ☐ If applicable, discuss letter of expectations & have employee sign
- ☐ Arrange for a campus tour to show them areas or departments they may need to visit as part of their job. Provide campus map
- ☐ Arrange to take them to lunch on their first day & include other employees in the department if possible
- ☐ Provide welcome packet, discuss contents, & give them time to review

INTRODUCE THEM TO THE WORK AREA

- ☐ Show them how to order office supplies
- ☐ Show them how to use the copier, fax machine, etc.
- ☐ Review software & other technology use (calendar, phone, voicemail, email, network access, etc.)

INTRODUCE THEM TO TEAM MEMBERS AND THE BUILDING

- ☐ Introduce mentor or "buddy" if using one
- ☐ Restrooms, break room, & lunch area
- ☐ Building access cards/keys
- ☐ Take them on a tour of the building
- ☐ Show them the copy room, supply area, mail area, etc.
- ☐ Show them how to open/close the office (if applicable)
- ☐ Introduce them to key departmental people
- ☐ Show them elevators, stairs, exits, etc.

REVIEW DEPARTMENTAL POLICIES

- ☐ Dress Code
- ☐ Emergency & safety procedures/policies
- ☐ Security protocols
- ☐ Office & building hours
- ☐ Phone & computer usage
- ☐ Time-tracking procedures
- ☐ How to request time off (vacation/sick leave)
- ☐ How to report a late arrival to work
- ☐ Department traditions & events
- ☐ Online resources for additional information

