Onboarding First Week On the Job

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CHECKLIST**

Below is a list of items that you should talk about during the first week of employment. Some are very obvious should be the first day - Complete the checklist and send to HRA

**Perhaps a small welcoming with coffee and donuts**

**(just an idea)**

Small note or card on desk or a small plant or picture frame to welcome

- Office tour
- Meet the staff
- Washrooms
- Kitchen and coffee supplies
- Staff mail - explain the mail system at Case US, Courier, Campus Mail, how do they receive mail
- Current campus address, explain location codes
- Office Supplies
- How the copier and scanner work - put their network id in to scan in the scanner address book
- Have them log into their computer
- Call IT to set up email [368-1959]
- Calendar - Show them how to use calendar, set up event, share calendar and access to other calendars
- Go to HCM - Employee Self-Serve make sure their personal information is correct
- HCM - Go through each tab and make sure all information is completed except for benefits
- HCM - Show them where to put in time - first month must add rows
- HCM - check to make sure you can approve time - if not call HRA to set up
- Time - when expected to begin and end their day
- Time - how to call in if you are sick, how to request vacation
Onboarding First Week On the Job

Time - ask them if they have questions about how they accumulate vacation and sick
Time - discuss pay, overtime, importance of being on time, and putting their time in HCM
Work attire - Friday "Spirit Day"
Lunch - does it need to be scheduled - how long can you take
Peoplesoft - See if they are correctly set up in PeopleSoft Financials
Peoplesoft - Everyone should at least be signed up for T and E reimbursements
Peoplesoft - If they are working in PeopleSoft - show them where the classes can be found
Peoplesoft - Sign up for classes if needed right away -http://www.case.edu/its/training/capsregistration.html
Telephone - Voicemail set up and basic functions of the phone
Do they have to answer their phone a certain way - is their phone answered for them
Cellphone - if a new employee needs a cellphone for work the department should contact Student Affairs IT to assist with setup
VP's a half hour appointment should have been set up to see Lou and one hour for the AVP’s
This may not take place on the first day - try to make it happen within the first week
New employee escorted to lunch by supervisor/onboarding peer/ of whoever the supervisor deems appropriate
On-boarding Partner - Please introduce to On-boarding Partner
On-boarding Partner will have a gift basket for our new employees
Onboarding Gift Consists of
Case T shirt to show School Pride on Fridays
Case Coffee Mug - who does need a pick me up in the morning
Case note pad and pen
Welcome Letter from the PDC

On-boarding Partner - Take New Employee on Tour of Campus Try to stop at all Student Affairs Offices
On-boarding Partner - Set up lunch or coffee with new employee (you can brown bag or choose to eat out)
On-boarding Partner - Discuss all the benefits at Case - Use of Veale, one to one Fitness, speakers, a Sporting events, Traditions, Relay for Life, Late Night Breakfast

Mission Statement - the Division University and the Division
Strategic Plan - Division
Organizational Chart - Division Now in Org Sync
Roster and short overview of each department
Onboarding First Week On the Job

Mission Statement - for your department
Strategic Plan - for your department
Department Staff - Department Organizational Chart - short explanation of what each person does
Department - Go over new employee job description.
How does your new employee fit into this plan?
Review first assignment with employee.
Schedule a first meeting and feedback session.
Set up a regular meeting to make sure new employee is on task and adjusting
Go over Customer Service policy - who are our customers
Go over any type of reports that they are responsible for
Marketing - Staff profile questioner - Take staff picture - Form is on Student Affairs IT
Staff - Website  Go through the Staff website with your new employee.
Right Corner on Case's Home Page - There is everything there a new staff needs - The directory
HCM, PeopleSoft, HR policy, Paid Holidays, Forms for just about anything. It is worth the trip.
Publications: Make sure they are signed up for the Daily http://thedaily.case.edu/news/ - Go to the bottom of the page and add email address
Observer comes out every Thursday where to find University Circle newsletter
University's Emergency Procedures - ALICE Program, Safe Ride, Campus Police 368-3333