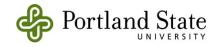
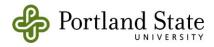
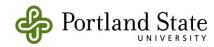
HELLO

my name is

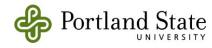




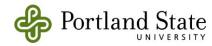
Before the Start Date		
Work Schedule and Job Duties	Assigned to:	
Call your new employee and confirm:		
Start date		
☐ Work place		
Start time		
First day contact person		
Provide Transportation and Parking information		
Review dress expectations and department culture		
Email follow-up with link to New Employee Onboarding webpage		
☐ Inform the employee about the New Employee Briefing program		
Discuss relocation support provided by the departr	nent	
Discuss the need for new employee payroll advanc	<u>e</u>	
Create action plan/tasks for the employee's first of	lay Assigned to:	
Put together a welcome packet from the departmen	nt and include:	
☐ Job description		
☐ New Employee Checklist "Getting Started"	"	
Leave accrual and reporting guidelines, dep	partment procedures for requesting	
sick/vacation time		
☐ Job manual or employee handbook (if avai	lable)	
Schedule for the first week		
Department/unit organization chart		
Contact information for co-workers in the	department	
☐ Map of campus with building(s) highlighted	d	
☐ Mission/Vision and guiding principles for	PSU and department/unit and how this employee's	
work supports our mission		
☐ Information on pay statements and direct of	deposit	
Trial Service/Probation information (if ap	propriate)	
☐ New Employee Briefing invitation		
Confidentiality Information		
☐ HIPPA and FERPA information (if approp	priate)	
OIT Acceptable Use Policy		



Making Connections	Assigned to:
Notify colleagues in your department of the new hire (includant and employee bio)	le start date, what their job will be
Identify a coworker to be a resource for the new employee	
Arrange a campus tour sometime in the first week or two	
Set up meetings with critical people for the employee's first	weeks
Human Resources	Assigned to:
Contact your HR Partner	
Confirm with HR that they have received all recruitment page	perwork for the new employee
Make sure you have submitted the Letter of Offer	1 7
Confirm background check	
Work Space	Assigned to:
Order basic office furniture and supplies (desk, chair, books)	helf etc.)
Order computer if needed and have all relevant software ins	,
Schedule phone installation and assign a phone number	
Clean the work area	
Order business cards, name tag, and name plate	
☐ Order business cards, name tag, and name plate ☐ Verify that the employee's workspace is prepared	
	Assigned to:
☐ Verify that the employee's workspace is prepared	
Verify that the employee's workspace is prepared Technology and Access	er card access
 ☐ Verify that the employee's workspace is prepared ☐ Technology and Access ☐ Prepare a key order form for the employee's signature /order 	er card access
 □ Verify that the employee's workspace is prepared Technology and Access □ Prepare a key order form for the employee's signature /orde □ If temporary computer access is needed prior to the start day 	er card access
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 □ Verify that the employee's workspace is prepared □ Technology and Access □ Prepare a key order form for the employee's signature /orde □ If temporary computer access is needed prior to the start day advance for the employee □ Consider software needs of the job such as: □ Daily software needs □ Printer connections □ Departmental portal and network access □ Submit P-card and travel card requests (if necessary) 	er card access te, request a sponsored ODIN account in Assigned to:



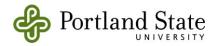
First Day Department Onboarding Assigned to:			
Department Onboarding Assigned to:			
Welcome them upon arrival – Understand that they may be nervous; try not to overwhelm them			
Show them to their workspace			
Arrange to have lunch with the new employee on their first day			
Give them the department welcome packet			
Review welcome packet and take time to discuss contents (see "Before Start Date" checklist for			
contents)			
Review work expectations, and process for reporting sick leave, sick child, and vacation			
time/requests			
Review policies regarding breaks and meal periods			
Provide overview of the schedule for the first day and work week			
Review Onboarding timeline (this document) with the employee			
Review Trial Service period (if applicable)			
☐ Introduce them to department and team members			
☐ Introduce them to a member of their department who can act as a resource			
☐ Show them where to find: restrooms, elevators, stairs, exits, kitchen area, lockers/closets, etc.			
Confirm that they receive building access cards/keys			
Review FERPA and HIPPA guidelines (if applicable)			
Show them where to find recycling, compost, and garbage bins			
Human Resources Onboarding Assigned to:			
Take the new employee to HR to complete their new employee paperwork			
Assist the employee in signing up for these services:			
Odin Account Manager:			
PSU Alert Screen			
Directory			
Banner			
☐ DataMaster			
PeopleAdmin			
Review HR Portal			
☐ Have them sign up for the New Employee Briefing, if not done so already			
☐ Have the employee sign the Position Description and Letter of Offer, if not done so already			



Introduce them to work area	Assigned to:
Overview of software and other technology, co	nfirm they have set up email signature
Review Phone policy and long distance cards, o	order a card if necessary
Review the Computer Acceptable Use Policy	
☐ Introduce them to the office computer network	s (shared files and/ or drives)
Show them how to use the copier and other rel	evant office equipment
Assist the employee in accessing the appropriat	e systems: Banner, dataMaster, etc.
Assist them when entering their information in	to the online directory
Confirm PSU signature block in email	
Additional Tasks	Assigned to:
T' . W' 1	
First Week	
First Week Check-in	Assigned to:
	<u> </u>
Check-in	<u> </u>
Check-in Inquire how first week went and make time to l	listen to any questions
Check-in Inquire how first week went and make time to land Review training schedule	listen to any questions , email, telephone, voicemail. etc. are working
Check-in Inquire how first week went and make time to land Review training schedule Verify that computer, network systems, printer,	listen to any questions , email, telephone, voicemail. etc. are working
Check-in Inquire how first week went and make time to land Review training schedule Verify that computer, network systems, printer, and ensure that duplex printing is set as default	listen to any questions , email, telephone, voicemail. etc. are working t fit with the style of the new employee
Check-in ☐ Inquire how first week went and make time to be a Review training schedule ☐ Verify that computer, network systems, printer, and ensure that duplex printing is set as default ☐ Explain your work style and discuss how it will	listen to any questions , email, telephone, voicemail. etc. are working t fit with the style of the new employee cyclical programs
Check-in ☐ Inquire how first week went and make time to be a Review training schedule ☐ Verify that computer, network systems, printer, and ensure that duplex printing is set as default ☐ Explain your work style and discuss how it will ☐ Provide list of current department projects and	listen to any questions , email, telephone, voicemail. etc. are working t fit with the style of the new employee cyclical programs
Check-in Inquire how first week went and make time to land Review training schedule Verify that computer, network systems, printer, and ensure that duplex printing is set as default Explain your work style and discuss how it will Provide list of current department projects and Discuss PSU's Vision, Mission and Values, as well	listen to any questions , email, telephone, voicemail. etc. are working t fit with the style of the new employee cyclical programs vell as the Five Guiding Themes
Check-in ☐ Inquire how first week went and make time to be Review training schedule ☐ Verify that computer, network systems, printer, and ensure that duplex printing is set as default ☐ Explain your work style and discuss how it will ☐ Provide list of current department projects and ☐ Discuss PSU's Vision, Mission and Values, as word ☐ Review key PSU policies:	listen to any questions , email, telephone, voicemail. etc. are working t fit with the style of the new employee cyclical programs vell as the Five Guiding Themes
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Check-in ☐ Inquire how first week went and make time to be Review training schedule ☐ Verify that computer, network systems, printer, and ensure that duplex printing is set as default ☐ Explain your work style and discuss how it will ☐ Provide list of current department projects and ☐ Discuss PSU's Vision, Mission and Values, as word ☐ Review key PSU policies: ☐ Code of Ethics, Policy, Ethics Guide for Decomposition ☐ Consensual Relationship Policy	listen to any questions , email, telephone, voicemail. etc. are working t fit with the style of the new employee cyclical programs well as the Five Guiding Themes Public Employees



Manager's Onboarding Checklist **Additional Tasks** Assigned to: First Month Check-in Assigned to: Establish weekly or bi-weekly meetings with new employee Answer their questions and help foster engagement with organization Check in about benefits and pay statement to see if they have any questions Review job description and see if there are any questions Discuss process for performance reviews; set short-term and long-term goals Review performance standards Check in with department resource for their perspective Remind the employee to complete the online training session "Creating a Culture of Respect" at http://www.pdx.edu/diversity/learning-module (required for all PSU employees) Additional Tasks Assigned to: First Three Months Check-in Assigned to: Performance appraisal – 3 month progress report Check in with employee to let them know how they are doing Review performance goals (both short and long term) Answer their questions and help foster engagement with organization **Additional Tasks** Assigned to:



First Six Months		
Check-in	Assigned to:	
Classified) Trial service performance review		
(Unclassified) Progress appraisal		
Determine performance goal		
Answer their questions and help foster engagement with	th organization	
Additional Tasks	Assigned to:	
		_ _ _
After Trial Service Period		
Check-in	Assigned to:	
☐ Celebrate the end of the trial service status ☐ Schedule annual performance review		
Answer their questions and help foster engagement with	th organization	
Additional Tasks	Assigned to:	
		_ _