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| **ONBOARDING: New Employee 1st Day Events Checklist for new hire** |

Congratulations, your new employee has begun work! To help welcome your new employee on his/her first day, we recommend the following steps be addressed where they apply.

Items ending with an asterisk (\*) are tasks that the employee will specifically be notified about via the PeopleAdmin onboarding system. Our request for these items are that you help confirm the completion of these tasks to ensure the employee has a great onboarding experience.

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| **WELCOME AND INTRODUCTION** |  |
| Personally welcome employee and show him/her to his/her workspace to get settled in. | [ ]  |
| Ensure employee is provided with basic office supplies to get the day started show him or her the process for obtaining additional supplies. | [ ]  |
| Introduce employee to department staff. | [ ]  |
| Provide tour of work area: restrooms, break room, water fountain, mail room, etc.  | [ ]  |
| Review operation of office equipment: copier codes, fax instructions, phone system, etc. | [ ]  |
| Visit location of the department bulletin board containing required legal compliance information (EEO, OSHA Right to Know, FMLA) and job postings. | [ ]  |
| **NEW HIRE PACKET -** If not previously completed, have employee complete the following documents. Return packet of completed original forms to HR Services. |  |
| Form I-9 (Required by 3rd business day of employment)\* | [ ]  |
| Form W-4\* | [ ]  |
| Educational Retirement Board (ERB) Beneficiary Designation Form\* | [ ]  |
| Educational Retirement Board (ERB) Employee Data Form\* | [ ]  |
| **GENERAL TASKS** |  |
| Confirm employee sets up MyNMSU account for email and other electronic services.\* | [ ]  |
| Confirm employee understands how to use the electronic onboarding system and mark tasks complete.\* | [ ]  |
| Ensure that required documentation of any licensure required for the job is provided by employee for department/hr personnel record (i.e. driver’s license, trade license, certifications etc.). | [ ]  |
| Parking Permit (if not already obtained) <http://park.nmsu.edu/> **Note:** may not apply to remote campuses.\* | [ ]  |
| Employee ID Card (if not already obtained) <http://idcard.nmsu.edu/> **Note:** may not apply to remote campuses.\* | [ ]  |
| Provide information regarding department structure, culture, history, and environment. | [ ]  |
| Give a tour of your department’s website and explain what may be applicable to the employee while doing his/her job. | [ ]  |
| Provide HR Liaison and Business Manager information- <http://hr.nmsu.edu/contacts/division-contacts/>. Discuss roles and responsibilities. | [ ]  |
| Ensure employee completes the Conflict of Interest Form found at <http://hr.nmsu.edu/coi/>\* | [ ]  |
| Order uniforms, shirts, and personal protective equipment (safety shoes, eye protection, respirator, lab coat, etc.), if applicable. | [ ]  |
| Issue keys (if applicable), complete request and discuss office access <http://af.nmsu.edu/wp-content/uploads/sites/4/2014/01/FS-Door-Key-Request.pdf> \* | [ ]  |
| Meet with new employee at the end of the day to answer questions and find out how their day went. | [ ]  |
| **FACULTY SPECIFIC TASKS** |  |
| Encourage faculty member to register for New Faculty Orientation. The Teaching Academy hosts two sessions per year, one in August and one in June. Using their MyNMSU credentials, they can go to <http://teaching.nmsu.edu/events/> and conduct a key word search for “orientation” to find the next available session.  | [ ]  |
| Collection of official transcripts | [ ]  |
| Reimbursement for Moving Expenses (if negotiated during employment offer) | [ ]  |

Don’t stop here! Feel free to cover other departmental process requirements or other team building and welcoming sentiments you might want to include. Think about your first day on the job; is there anything your new team did or could have done to make the experience positive and memorable?

NMSU Human Resource Services
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