

# Employee on-boarding checklist for managers, employees and HR Professionals and Administrators

**Prior to first day**

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Resources** | **Responsible**  **individual** | **Date complete** |
| Offer letter is sent to employee  Employee completes  background check | Email from HireRight | HRP/HRA |  |
| Notify HR Administrator of background check results and provide  NEO date |  | HRP/HRA |  |
| Send I-9 verification to employee |  | HRP/HRA |  |
| Send new hire paperwork Welcome email or phone call covering: where to report, where to park, when to report, dress code, a brief  agenda for the first |  | HRP/HRA |  |
| Set up employee workstation, computer, telephone,  information systems access |  | Manager |  |
| Introduce new employee to school/department  via email |  | Manager |  |
| Create and agenda for the employee’s  first week of work |  | Manager |  |
| Designate  mentor/work buddy for new employee |  | Manager |  |

**On the first day**

|  |  |  |  |
| --- | --- | --- | --- |
| Review I-9 documentation |  | HR Administrator |  |
| Greet employee, introduce employee to others, show employee work station, restrooms, refrigerator, emergency exits, first  aid, etc. |  | Manager/mentor |  |
| Review the day’s  agenda and discuss work schedule. |  | Manager |  |
| Information systems overview | Provide employee with access codes, long distance codes, keys,  etc. | HR Administrator |  |
| VCUCard ID |  | Manager/Mentor |  |
| Parking |  | Manager/Mentor |  |
| Where to eat |  | Manager/Mentor |  |
| Review paperwork, benefits checklist, policy checklist and  required training | See paperwork and benefits checklist at hr.vcu.edu/new-  employees/ | HR Administrator |  |
| Employee completes personal data form | hr.vcu.edu/forms/ | Employee |  |
| Review and sign job  description |  | Employee |  |

**During the first week**

|  |  |  |  |
| --- | --- | --- | --- |
| Review expectations regarding communications,  customer service, etc. |  | Manager |  |
| Review VCU strategic  plan, core values and code of conduct |  | Manager |  |
| Set and review performance goals and explain performance  management process | hr.vcu.edu/current- employees/performance  -management/ | Manager |  |
| Set professional development/career development goals | hr.vcu.edu/current- employees/performance  -management/ | Manager |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Review expectations  regarding requesting time off, etc. | hr.vcu.edu/current- employees/leave/ | Manager |  |
| Provide an overview of compensation structure, career pathways, performance  management | hr.vcu.edu/current- employees/compensation-pay/ | HR Administrator |  |
| Update school/department org  chart and phone listing |  | Manager |  |
| Schedule required  departmental training, if needed |  |  |  |

**First 30 days**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee attends New Employee Orientation | See full agenda at hr.vcu.edu/new- employees/ | Employee |  |
| Read and sign required policies |  | Employee |  |
| Employee chooses or waives health benefits and enrolls | hr.vcu.edu/current- employees/benefits/  Alex health plan decision making tool  DHRM monthly premiums (at-a-glance) | Employee |  |
| Employee chooses to  participate in flexible spending | hr.vcu.edu/current- employees/benefits/ | Employee |  |
| Employees with retirement savings options make decisions | Tools at hr.vcu.edu/current- employees/benefits/ | Employee |  |
| Employee may choose to enroll in VRS optional group life  insurance | hr.vcu.edu/current- employees/benefits/ | Employee |  |
| Employee completes online safety awareness training and quiz (70 or better  required) | Blackboard | Employee |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee reads Worker’s Right to Know brochure and completes Worker’s  Right to Know Statement | srm.vcu.edu under “Safe Workplace” | Employee |  |
| Employee completes Title IX training | hr.vcu.edu/new- employees/required-  training/ | Employee |  |

**First 60 days**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee is automatically enrolled  in TDA cash match unless they opt-out | hr.vcu.edu/current- employees/benefits/ | Employee |  |
| Employee may choose to enroll/contribute to cash match and/or  DCP | hr.vcu.edu/current- employees/benefits/ | Employee |  |

**First 90 days**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee completes VCU information security awareness  training | Blackboard | Employee |  |
| Employee completes FEMA active shooter training | training.fema.gov | Employee |  |
| Employee completes Virginia Terrorism Security Awareness  Orientation | Blackboard | Employee |  |

**Any time**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee fills out beneficiary form for life  insurance | hr.vcu.edu/current- employees/benefits/ | Employee |  |
| Employee may choose to enroll/contribute to  cash match and/or DCP | hr.vcu.edu/current- employees/benefits/ |  |  |