

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

**Prior to first day**

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| **What** | **Resources** | **Responsible****individual** | **Date complete** |
| Offer letter is sent to employeeEmployee completesbackground check | Email from HireRight | HRP/HRA |  |
| Notify HR Administrator of background check results and provideNEO 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 briefagenda for the first |  | HRP/HRA |  |
| Set up employee workstation, computer, telephone,information systems access |  | Manager |  |
| Introduce new employee to school/departmentvia email |  | Manager |  |
| Create and agenda for the employee’sfirst week of work |  | Manager |  |
| Designatementor/work buddy for new employee |  | Manager |  |

**On the first day**

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| Review I-9 documentation |  | HR Administrator |  |
| Greet employee, introduce employee to others, show employee work station, restrooms, refrigerator, emergency exits, firstaid, etc. |  | Manager/mentor |  |
| Review the day’sagenda 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 andrequired 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 jobdescription |  | Employee |  |

**During the first week**

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

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| Review expectationsregarding requesting time off, etc. | hr.vcu.edu/current- employees/leave/ | Manager |  |
| Provide an overview of compensation structure, career pathways, performancemanagement | hr.vcu.edu/current- employees/compensation-pay/ | HR Administrator |  |
| Update school/department orgchart and phone listing |  | Manager |  |
| Schedule requireddepartmental training, if needed |  |  |  |

**First 30 days**

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| --- | --- | --- | --- |
| 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 toolDHRM monthly premiums (at-a-glance) | Employee |  |
| Employee chooses toparticipate 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 lifeinsurance | hr.vcu.edu/current- employees/benefits/ | Employee |  |
| Employee completes online safety awareness training and quiz (70 or betterrequired) | Blackboard | Employee |  |

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| --- | --- | --- | --- |
| Employee reads Worker’s Right to Know brochure and completes Worker’sRight 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**

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

**First 90 days**

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| --- | --- | --- | --- |
| Employee completes VCU information security awarenesstraining | Blackboard | Employee |  |
| Employee completes FEMA active shooter training | training.fema.gov | Employee |  |
| Employee completes Virginia Terrorism Security AwarenessOrientation | Blackboard | Employee |  |

**Any time**

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