



VCU Human Resources

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

Prior to first day

What	Resources	Responsible individual	Date complete	
Offer letter is sent to employee Employee completes background check	Email from HireRight	HR Professional/HR Consultant		
Notify HR Administrator of background check results and provide NEO date		HR Professional/HR Consultant		
Send I-9 verification to employee		HR Professional		
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 day		HR Administrator		
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

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 job description		Manager	
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/		