**Orientation Checklist for Supervisors – Through First Week**

**New Employee Onboarding**

**Prior to Starting Work**

[ ]  Confirm that the Finance Team sent offer letter which should include:

* Department contact names, email addresses and phone numbers
* CC to HRS Personnel File, Benefits, COHE, and Supervisor
* Information regarding documents required for I-9 (if applicable)
* Location, date and time of new employee orientation and benefits orientation (if applicable)

[ ]  Confirm acceptance of offer, start date and work hours with employee

* Send an informal announcement (via email) to the department announcing the new employee and their start date.

[ ]  Confirm that the Finance Team sent email requesting biographical data to set up WSU ID number

[ ]  Provide employee with information on employee benefits paperwork on the HR website

* Remind new employee that they must complete and submit benefits paperwork within 30 days of start date.

[ ]  Provide directions to work site including issues of access

* Provide parking information <https://puyallup.wsu.edu/parking/> and inform new employee where to park first day

[ ]  Provide a link to WSU Puyallup REC website – <https://puyallup.wsu.edu/> & <https://cmp-admin-support.cw.wsu.edu/>

[ ]  Prepare employee’s workspace, office equipment, supplies, etc.

[ ]  Provide Charity Johnson (charity.johnson@wsu.edu) with completed Onboarding Schedule prior to employee’s first day.

**First Day**

[ ]  Greet new employee and take employee to the Finance Team to introduce them, receive Welcome Packet, peer assignment, and fill out personnel paperwork.

[ ]  Complete paperwork for keys/building access card submit to Charity Johnson, Admin Assistant

[ ]  Provide employee with tour of department/building

[ ]  Discuss building hours, gates, alarm system, etc.

[ ]  Review safety features (fire extinguisher, emergency exits, first aid kit, stairs, etc.)

* Complete [Safety Checklist](http://old-www.wsu.edu/forms2/ALTPDF/SPPM/2-16-2.pdf)

[ ]  Explain lunch and break hours, consider eating lunch with new employee

[ ]  Provide employee with an overview of all pertinent procedures

* Organizational chart
* Reporting relationships
* Provide copy of or show link to Strategic Plan

[ ]  Send introductory email with photo to REC faculty, staff, and students

**First Week**

[ ]  Provide new employee with Affordable Care Act [ACA Employer Notification and Plan Information Document](http://hrs.wsu.edu/aca)ation within 14 days of the hire date.

[ ]  Provide link to Business Policies and Procedures Manual [(BPPM)](http://www.wsu.edu/~forms/HTML/BPPM/01.01_Table_of_Contents.htm), Executive Policy Manual [(EP)](http://www.wsu.edu/~forms/HTML/EPM/EP00_Introduction_and_Table_of_Contents.htm), and Safety Policies and Procedures Manual [(SPPM)](http://www.wsu.edu/manuals_forms/HTML/SPPM/S00_Intro_and_Indexes/S02.01_Table_of_Contents.htm). Inform employee they are responsible to adhere to all the policies/procedures of WSU. A partial list of policies below:

* Policy Prohibiting Discrimination and Sexual Harassment ([EP 15](https://public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_Sexual_Harassment_and_Sexual_Misconduct.htm))
* Workplace Violence policy [(BPPM 50.30.1)](http://www.wsu.edu/~forms/HTML/BPPM/50_Safety_and_Security/50.30_Workplace_Violence.htm)
* Alcohol and Drug policy [(EP 20)](http://www.wsu.edu/~forms/HTML/EPM/EP20_Alcohol_and_Drug_Policy.htm)
* Bullying Prevention and Reporting policy ([BPPM 50.31](http://public.wsu.edu/~forms/HTML/BPPM/50_Safety_and_Security/50.31_Workplace_Bullying.htm))
* Use of University Resources [(BPPM 20.35)](http://www.wsu.edu/~forms/HTML/BPPM/20_Property/20.35_Use_of_University_Property.htm) and [(BPPM 20.37)](http://www.wsu.edu/~forms/HTML/BPPM/20_Property/20.37_Personal_Use_of_University_Resources.htm)
* Electronic Use Policy (computer resources) [(EP 4)](http://www.wsu.edu/~forms/HTML/EPM/EP4_Electronic_Communication_Policy.htm)
* Review the State Ethics Law ([www.ethics.wa.gov](http://www.ethics.wa.gov/))
* Employee Assistance Program [(BPPM 60.86)](http://www.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.86_Employee_Assistance_Program.htm)
* Accident Prevention Responsibility [(SPPM 20.00)](http://www.wsu.edu/manuals_forms/HTML/SPPM/S20_Accident_Prevention/S20.00_Contents.htm)

[ ]  Provide copy of Position Description including Performance Expectations *(required for civil service and bargaining unit covered employees)*

* Review individual’s task assignments
* Discuss performance review process
* Review departmental expectations/standards (appropriate dress/no fragrance policy)
* Check on employee’s supplies and work environment
* Continue general orientation to work unit
* Describe probationary or trial service (*applicable to civil service and bargaining unit covered staff)*

[ ]  Review leave reporting and processing procedures

* Discuss annual leave and sick leave accrual
* Discuss process for requesting time off
* Discuss holiday scheduling and personal holiday

[ ]  Discuss educational/training opportunities including [release time](http://public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.72_Release_Time_for_Training.htm) and [tuition fee waiver](http://public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.70_Tuition_Waivers--Fall_and_Spring_Semesters.htm)

[ ]  Provide information on employee resources, including:

* [Employee Assistance Program](http://www.eap.wsu.edu/) (335-5759)
* [Ombudsman Office](http://ombudsman.wsu.edu/) (335-1195)
* [Office for Equal Opportunity](http://oeo.wsu.edu/) (335-8288)

[ ]  Provide applicable employee information depending on the employee classification *(All can be accessed at* [*hrs.wsu.edu*](http://www.hrs.wsu.edu/)*)*

* Faculty Manual
* Administrative Professional Handbook
* Washington Administrative Code for Civil Service employees

[ ]  Take new employee to lunch, and/or arrange for a peer mentor to do so.

*After completing this checklist, sign and submit to Vernene Scheurer in the PSC and receive the first month through first year checklist.*

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Completion of Onboarding: \_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Probationary or Trial Service End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Civil Service employees*)

cc: Supervisor

Department File