**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](mailto: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