



## New Employee Onboarding Checklist

**Directions:** This checklist is designed to assist with the department's orientation process. Onboarding is a long-term process that begins before an employee's start date and continues for at least six months. This Checklist is organized chronologically and helps hiring managers prepare for the arrival of new employees. Once an employee starts, they too can work together with the hiring manager and an onboarding peer\* to complete the checklist. The hiring manager may add additional activities that are relevant to the new employee's area. Internal transfer employees may omit items that are not applicable.

\*An onboarding peer is a peer to the new employee who can assist in the onboarding process and be a "go-to" person as directed by the manager.

### Pre-Arrival

- ☐ Print out New Employee Onboarding Checklist, review and customize; review Orientation and Review Period Policy at <http://www.northwestern.edu/hr/policies-forms/policies-procedures/index.html>
- ☐ Confirm offer letter sent to new employee either by Human Resources or Hiring Manager
- ☐ Call to officially welcome the new employee to NU after confirmation of acceptance
- ☐ Provide new employee with a contact in the event of a question or issue
- ☐ Create an onboarding schedule for new employee; sample: <http://www.northwestern.edu/management-administration/academic-administration/sample-onboarding-schedule.html>
- ☐ Assign onboarding peer\* for new employee's first two months on the job
- ☐ Schedule new employee to attend New Employee Orientation, Part 1 within the first two weeks of start date. No advance registration required. [Find upcoming sessions](#)
- ☐ Send temporary parking permit to new employee (before hired into the PARS system). A permanent parking permit can be obtained from the parking office once a new employee is hired into the PARS system.  
For Evanston, please call 847-491-3319. For more information, visit [www.northwestern.edu/ug/parking](http://www.northwestern.edu/ug/parking)  
(To obtain a temporary parking permit, bring a memo on Department/School/Northeastern University letterhead indicating the new employee's department, position title and start date to the Parking Services Office)  
For Chicago, please speak to your department Parking Administrator or call the Parking Office at 312-502-1133. For more information, visit <http://www.usc2northwestern.edu/undergrad/undergraduate/parking>
- ☐ Set up computer, phone, log in password, office supplies, office keys, etc.
- ☐ Send an announcement via email to the department announcing the new hire and start date

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# Onboarding Checklist For New Employees Northwestern University

**Kelsey E. Garity**



## **Onboarding Checklist For New Employees Northwestern University:**

**Managing Sport Facilities** Gil Fried, Matthew Kastel, 2021 Managing Sport Facilities Fourth Edition With Web Study Guide draws theory and application into an engaging practical guide for effectively managing a sport facility Topics include building design and construction operations marketing legal issues finance and event management *New Employee Orientation Training* Karen Lawson, 2015-11-20 A well planned comprehensive orientation program benefits both organizations and employees Investing in new employees pays big dividends in performance retention and engagement But does your training program cover the essentials of making new hires feel informed prepared and supported Organization development authority and prominent trainer Karen Lawson has created comprehensive new employee orientation workshops to ensure organizational onboarding is done right for the benefit of all employees regardless of job level or function Her two day one day and half day agendas include the resources trainers need to deliver practical interactive sessions Your workshop will help ensure that new employees integrate smoothly and effectively into their organization and its mission You ll also find tools and checklists developed specifically for busy supervisors and managers who conduct orientation in their departments Free tools and customization options The free ready to use workshop materials PDF that accompany this book include downloadable presentation materials agendas handouts assessments and tools All workshop program materials including MS Office PowerPoint presentations and MS Word handouts may be customized for an additional licensing fee Browse the licensing options in the Custom Material License pricing menu Download a New Employee Orientation Checklist which has been adapted from the book and preview a sample activity PDF *A Road Map for Onboarding Managers* Sharlyn Lauby, 2014-09-02 Few organizations have manager onboarding programs but they are key to equipping managers with the tools they need to be successful from day one In *A Road Map for Onboarding Managers* Sharlyn Lauby details how proper onboarding prepares managers to start their role confident engaged and better able to serve as an employee coach and mentor both of which are critical to an organization s bottom line This issue of TD at Work identifies why managers need their own onboarding program outlines a step by step process for developing a manager onboarding program offers a checklist for a new manager buddy program provides a template for developing a new manager onboarding program *Onboarding* George B. Bradt, Mary Vonnegut, 2009-08-27 A guide to getting new employees recruited oriented and productive FAST Onboarding a growing trend in the business community is a focused methodology that gets people in new roles up to speed quickly and efficiently This book guides you through a process that enables you to recruit orient and enable your new employees to get the job done Learn how to inspire and encourage your new employees to deliver better results faster George Bradt and Mary Vonnegut s *Onboarding* helps ensure that your new employees are productive and efficient from day one You ll learn how to help them assimilate into your corporate culture and accelerate their learning Onboarding is one of the hottest trends in business This is the first book about onboarding George Bradt is a

leading speaker and consultant and the author of *The New Leader's 100 Day Action Plan* For business leaders and managers who want well trained responsive efficient and effective employees Onboarding helps you get the best from your new employees

**Effective Onboarding** Norma Davila,Wanda Pina-Ramirez,2018-09-18 Onboarding turns the key opening the door to talent development Investing in onboarding means investing in employee success and the business of the future Effective onboarding programs both increase and facilitate employee engagement and business results onboarding shortens the employee learning curve by increasing job knowledge If you need to design revise or expand your company's onboarding program Effective Onboarding offers a simple to follow path forward Talent development experts Norma D vila and Wanda Pi a Ram rez combine their significant consulting experience and the latest onboarding trends to create a single source for onboarding best practices job aids templates and checklists Also included are examples and stories based on real life situations the authors have encountered in their practice While many books about onboarding limit their approach to employee recruitment and selection this book is more comprehensive following employees through their first year on the job Effective Onboarding clarifies the differences between orientation and onboarding describes how to build a business case for your onboarding program and guides you to design implement evaluate and sustain the program that's right for your organization Effective Onboarding is part of a new ATD series What Works in Talent Development which addresses the most critical topics facing today's talent development practitioners Each book in the series is written for trainers by trainers and offers a clear step by step path to solve real issues

*Perfect Phrases for New Employee Orientation and Onboarding: Hundreds of ready-to-use phrases to train and retain your top talent* Brenda Hampel,Erika Lamont,2011-07-15 THE RIGHT PHRASE FOR EVERY SITUATION EVERY TIME Getting new employees up and running with the company is a highly challenging process For true success you need to have full command of the most appropriate language for the task Perfect Phrases for New Employee Orientation and Onboarding contains hundreds of ready to use phrases for transitioning employees into their new roles You'll learn how to home in on employee engagement support the building of work relationships and deliver constructive feedback This handy quick reference guide provides effective language for Getting the most out of meet and greet meetings Defining company culture and employee expectations Coaching new employees with onboarding challenges Collecting onboarding feedback Onboarding a diverse workforce

The Total Onboarding Program George B. Bradt,Ed Bancroft,2010-10-11 Help New Recently HIred Employees Hit the Ground Running The Total Onboarding Program is a comprehensive step by step guide to successfully integrating new hires into an organization For the first time there is a road map for those who help new leaders develop their own road maps during the onboarding process Any organization that wants to increase its return on human capital needs to utilize the specific best practices so clearly described in this invaluable new resource Ben Dattner adjunct professor of Organizational Psychology New York University and founding principal of Dattner Consulting LLC The Total Onboarding Program provides training and HR professionals

with a detailed approach for bringing new and recently promoted employees up to speed and productive in half the usual time In this Facilitator s Guide set George Bradt author of The New Leader s 100 Day Action Plan and Ed Bancroft share a complete training package of proven tools techniques and tricks of the trade that help organizations reduce hiring or promoting risk and increase retention rates identify and avoid the most prevalent landmines that derail new hires and develop an onboarding framework that can be consistently deployed in any organization Based on years of experience working with Fortune 500 companies the authors techniques will inspire and enable new employees to deliver better results faster Their program presents the core concepts of onboarding alignment acquisition accommodation assimilation and acceleration and includes agendas worksheets and slides for five meetings and 11 workshops ranging in time from two hours to two days so you are completely prepared to present the program to teammates

### **Successful New Employee**

**Orientation** Jean Barbazette,1994-03-28 Create a dynamic effective orientation program The most common complaints about a new employee orientation are that it is boring and overwhelming or that nothing happens and the new person is left to sink or swim The result is often a confused new employee who is not productive and is more likely to leave the organization within a year Your orientation needs to be a planned welcome that reaffirms your hiring decision Use this bestselling resource to meet orientation objectives such as Provide critical information and resources in a timely manner Make the new employee independently productive quickly Teach essential safety and job skills and more Successful New Employee Orientation will help you design or revise an orientation program that is effective and full of variety It offers a wealth of suggestions and includes myriad checklists examples sample letters activities and evaluation forms A CD ROM with presentation slides and customizable forms is also included Even if you re a novice these user friendly materials will help you create a vibrant orientation program that will make your new hires feel welcome and give them the resources they need to be confident when they start their new jobs

**Creative Onboarding Programs (PB)** Doris M. Sims,2010-10-15 Revised expanded and up to the minute the leading guide to serving the modern organization s onboarding needs It s a challenge overlooked by many The need to bring recent hires into the fold smoothly effectively and rapidly And in this state of the art multi phased guide to integrating new employees into an organization Doris Sims longtime HR and onboarding guru again redefines the expectations of what effective HR training and succession management can do for your business Fully updated with new case studies of best practices from successful companies Creative Onboarding is the edge your business needs The most complete resource for helping employees do their best work from the minute they first walk in the door this book delivers an arsenal of high end strategies and skills including Activities and checklists to help focus your onboarding efforts Advice on designing and implementing programs for employees at any level that mesh with existing organizational cultures The latest tools technologies that create programs with impact Ways to measure results and make positive adjustments on the fly In today s hyper competitive business environment seamless onboarding is an absolute necessity And Creative

Onboarding puts within easy reach the benefits of improved retention and performance along with drastically reduced HR related overhead Topics covered include Designing New Employee Onboarding Companies Who Do it Right New Tools and Technologies to Make Your Program Fun and Memorable Onboarding New Managers Onboarding FAQs and more

**Onboarding for Small Businesses** Kelsey E. Garity, 2015 It is estimated that small business account for more than 99% of employers yet very little research has been done around the importance of new employee onboarding in these businesses Small businesses generally have fewer resources less capital and often owners who function as both the owner manager human resources professional and many other roles which leaves little time to perfect a new employee onboarding program Because nearly half of hourly employees leave a new job within 120 days an effective new employee onboarding program can help keep the right employees in the right roles This is a case study of one small business with a haphazard onboarding program and a very busy owner who desired to improve the organization s new employee onboarding program to increase new employee job satisfaction and employee retention Research was conducted and an interview was performed with the owner of EmBark in order to investigate the needs of an onboarding program for this organization An onboarding program guide training checklist and customer service training guide were created as a result

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