[University of South Florida](http://www.usf.edu/)

NEW EMPLOYEE ONBOARDING CHECKLIST FOR STAFF

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GEMS Employee ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STARTING DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SUPERVISOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NEW EMPLOYEE PROCESSING

HR DPT

Welcome and Greeting HR Staff/Admin Staff

Introduction to Department staff/faculty in same unit

ORGANIZATION AND PURPOSE OF DEPARTMENT/UNIT/COLLEGE

HR DPT

Overview of COPH, Dean’s Office key administrators

Discuss function/mission/goals of the department/unit/college

Discuss structure of department/unit/college and where employee’s position fits.

Profiles of customers/clients the unit serves

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POLICIES AND PROCEDURES USF/COPH

HR DPT

Regular work hours, lunch, breaks and coverage

Tardiness/absences/reporting unscheduled absences: to whom and how

Vacation/Sick time/Personal time

Overtime/educational leave/Parental leave

How to request/record time away (time sheet and alt training)

Arrange back up coverage

Inclement weather policy

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FACILITIES/SAFETY/SECURITY

HR DPT

Tour of building, floor, and college: be certain to identify entrances and exits, emergency exit routes, fire extinguishers, fire pull alarms and restrooms.

Location of eating area/break room, food options, vending machines, nearby restaurants options, etc.

Discuss parking permits and parking options.

Issue office and building keys and or arrange electronic access

Review building safety/security/emergency procedures

Discuss health and safety risks (Hazmat, Spills, & W/C)

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INFORMATION SYSTEMS

HR DPT

Departmental network and email accounts

Departmental webpage and intranet

GEMS Self Service (time and attendance request, paycheck stubs)

MYUSF webpage

Canvass

Fast

Other: \_(TAR, FAIR, PAR)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME OF HR Representative

SIGNATURE OF HR Representative Date

REQUIRED TRAINING USF

HR DPT

Compliance and Ethics Program

Employee Benefits on line

Diversity, Inclusion and Equal Opportunity

Workplace Safety

Sexual Harassment Awareness

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPECFIC JOB REQUIREMENTS AND EXPECTATIONS

HR DPT

Review job description and general responsibilities

Discuss expected level of quality and productivity.

Discuss expected work habits including expectations for attendance and punctuality, ethics, confidentiality and customer service.

Discuss expected work relationships with colleagues (teamwork, collaborations, mutual support, backing each other up)

Discuss behavior expectations and organizational norms (personal phone calls, cell phone, and personal use of e-mail/computers)

Discuss probationary period, Performance Development Program (PDP)

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT/UNIT SPECIFIC PROCEDURES AND INFORMATION

HR DPT

Employee’s work space/desk/office and keys if applicable

Supplies location/ordering

E-mail/internet: ensure employee has logins and passwords

Outlook calendar access to other’s calendars (if applicable)

Use of phone system and voicemail

Use of office equipment: copiers and user codes (if applicable; fax machines, printers)

Meeting attendance e.g., regular staff meetings

Staff communication e.g., bulletin boards and e-mail flyers

Inter-office communication, US mail, campus mail couriers (as applicable)

Shipping and FedEx supplies through front desk

Recyling

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYMENT REQUIREMENTS

HR DPT

Visas

PRINT NAME OF Supervisor

SIGNATURE OF Supervisor Date

**\*Turn in to COPH HR within 10 days of hire.**