

NEW EMPLOYEE ON-BOARDING CHECKLIST

Preparing For Your New Employee's Arrival

Employee Name: _____

Start Date: _____

Email: _____

Telephone Number: _____

CATEGORY/DESCRIPTION	STEPS	RESOURCE(S)	TIMELINE <small>(prior to start date)</small>
<p style="text-align: center;">WORK LOCATION</p> <p><i>Set-up work location and obtain computer hardware</i></p>	<input type="checkbox"/> Determine Space <input type="checkbox"/> Organize and clean space <input type="checkbox"/> Furniture <input type="checkbox"/> IT User Hardware Request Email	<ul style="list-style-type: none"> Facilities IT Procurement 	<p>1 month</p>
<p style="text-align: center;">CONDITIONS OF EMPLOYMENT</p> <p><i>Address and conduct applicable conditions of employment (some items may be job specific)</i></p>	<input type="checkbox"/> Background check <input type="checkbox"/> Licenses and Certifications <input type="checkbox"/> Fingerprinting <input type="checkbox"/> Pre-placement Physical <input type="checkbox"/> Pre-employment Drug Screening	<ul style="list-style-type: none"> HR 	<p>Academic Affairs Timeline varies from 3 weeks to 3 months)</p> <p>Staff/Management 2-4 weeks depending on what has to be done</p>
<p style="text-align: center;">RELEVANT WORK RELATED ITEMS</p> <p><i>Prepare work station, order supplies, nameplate, keys and other necessary tools for success</i></p>	<input type="checkbox"/> Name Badge <input type="checkbox"/> Port Pass <input type="checkbox"/> Name plate <input type="checkbox"/> Keys <input type="checkbox"/> Supplies and Equipment <input type="checkbox"/> Purchasing Card (Pro-Card) <input type="checkbox"/> Business cards <input type="checkbox"/> Uniform <input type="checkbox"/> Cell Phone Reimbursement <input type="checkbox"/> Other: _____	<ul style="list-style-type: none"> Facilities IT Procurement 	<p>2 weeks</p>
<p style="text-align: center;">COMPUTER AND NETWORK ACCESS</p> <p><i>Inform IT of access needs</i></p>	<p>SET-UP COMPUTER AND NETWORK</p> <input type="checkbox"/> Obtain Employee ID Number from Human Resources <input type="checkbox"/> Account Access Form <input type="checkbox"/> PeopleSoft System Access Request Form	<ul style="list-style-type: none"> Academic Technologies HR IT 	<p>1 week</p>
<p style="text-align: center;">NEW/REHIRE EMPLOYEE ORIENTATION(S)</p> <p><i>Acquainting employees to the department and Cal Maritime</i></p>	<p><i>Multiple orientations may be required</i></p> <input type="checkbox"/> New Employee Orientation <input type="checkbox"/> Benefits Orientation <input type="checkbox"/> New Faculty Orientation <input type="checkbox"/> Department Orientation	<ul style="list-style-type: none"> Academic Affairs HR 	<p>1 week</p>

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GENERAL INFORMATION <i>Provide critical first-day information</i>	<input type="checkbox"/> When to arrive (time) <input type="checkbox"/> Where to park <input type="checkbox"/> Where to report <input type="checkbox"/> What to wear <input type="checkbox"/> Work schedule <input type="checkbox"/> Campus Environment (i.e. review Campus Map, Dining, etc.)		1 week
VOICE COMMUNICATIONS <i>Set-up Voice Communications</i>	<input type="checkbox"/> Voicemail <input type="checkbox"/> Phone Directory	<ul style="list-style-type: none"> • Front Desk Receptionist • IT 	2 days
MANDATORY TRAINING <i>Identify and set-up "required" training</i>	<input type="checkbox"/> Assign Required Training	<ul style="list-style-type: none"> • HR • IT • Risk Management 	2 days

WEBSITE RESOURCES

Department	Website
Facilities	https://www.csum.edu/web/facilities-management
Human Resources	http://www.csum.edu/web/hr/
Information Technology	https://www.csum.edu/web/faculty-and-staff/it
Procurement	http://www.csum.edu/web/fiscal-services/resources.html
Academic Technologies	https://www.csum.edu/web/academic-technologies/