

**NEW EMPLOYEE ONBOARDING CHECKLIST**

* Monitor HR onboarding tasks to ensure employee can start on agreed start date; adjust if not.
* Assign office & lab space and update [space assignment spreadsheet in Box](https://oregonstate.box.com/s/zchz9u6yh5llrbcijsaozhq1n2m00zhi)
	+ Ensure previous occupant materials are removed and clean space
	+ Ensure furniture and chair are adequate
	+ Print and insert door name sign
	+ Update directories and related signage/webpages
	+ Label their mailbox
* Order computer and peripherals, if needed, by contacting the HelpDesk
	+ If using an existing computer, contact HelpDesk to set up for new user
* Send Adrienne new employee photo, short bio, start date, and office location to send out as a Staff Update

**ONCE ID NUMBER AND ONID ARE ESTABLISHED:**

* [Open Forestry Network Account](https://helpdesk.forestry.oregonstate.edu/helpdesk-forms#a)
* If phone is needed, [enter a Telecom request](https://oregonstate.teamdynamix.com/TDClient/1935/Portal/Requests/ServiceCatalog?CategoryID=9172&SIDs=298) for a new line and authorization code, or reassign existing line
* Put in a [Key Request](https://my.facilities.oregonstate.edu/keyRequests) for office, labs, exterior RH door, etc. and update the log
	+ Put in a request for electronic access to PFSC
* If desired, order a wood nametag from the P&M Team [via workorder](https://forms.forestry.oregonstate.edu/node/add/work-order)
* Request access to software systems, as needed:
	+ Resource Managers List (to schedule rooms): email Terralyn to add
	+ 25Live (classroom scheduling): email 25Live Help
	+ BennyBuy/BennyHire/BANNER/CORE/GRRS/CAYUSE
	+ Foundation Reimbursement System: email FSS to add
	+ Appropriate unit files in Box/shared drives/etc.
	+ Add them to reoccurring meetings on the calendar and group chats in Teams; as well as other listservs kept by the unit.
* [Supervisor Update](https://core.oregonstate.edu/reports/HRS0011): if new employee will be supervising existing employees assigned to others, complete an update using CORE HRS0011 and email to HR Support Services.
* Employee should be contacted by HR to establish an orientation meeting with them on their first day to discuss OSU benefits, etc. Please encourage employee to do so. If employee is not contacted, they can [make an appointment here.](https://outlook.office365.com/owa/calendar/OSUHRSupportServicesOnboarding%40OregonStateUniversity.onmicrosoft.com/bookings/)
* Create an onboarding orientation plan with supervisor to ensure employee feels welcome, meets all the people they will interact with regularly, and knows where to go when help is needed for various topics.
	+ Set introductory meetings, provide contact information, and allow new employee time to acclimate.
	+ On first day, welcome new employee with unit coffee/tea/lunch; ensure they have access to their office and picked up their keys; be sure they have some College swag (can procure from the Dean’s Office and charge your index).
	+ Share work expectations such as dress, working hours, EmpCenter, important activities/events, regular meetings, etc.
	+ Provide a tour of the buildings and sites they will be working from and include supply rooms, mail rooms, kitchens/refrigerators, single user restrooms/showers, lactation room (and how to get the codes), and meeting rooms. Explain the electronic ID card access in PFSC.
	+ Have them complete:
		- OSU [critical trainings](https://training.oregonstate.edu/)
		- [FERPA training](https://registrar.oregonstate.edu/ferpa-training-module)
		- Motor pool [driver authorization form](https://transportation.oregonstate.edu/motorpool/driver-authorization-form). If they will be driving vans, have them watch and pass the [Van Safety Test](https://transportation.oregonstate.edu/motorpool/van-safety).
* Update Foundation signer sheets, if needed.
* Add employee to COF website directory and related pages (e.g. “Contact Us” pages)
* Add employee to any relevant Teams/Slack groups, etc.
* Employee can order their business cards at this link – select “design online” and log in: <https://printmail.oregonstate.edu/printing-services>

**SPECIFICALLY FOR ADVISORS OR STUDENT-FACING EMPLOYEES:**

* Enroll employee for New Advisor Retreat via Director of Cross-Campus Strategic Initiatives
* Ensure their access form includes: OnBase – CHA, MyDegrees, Banner SIS, Web for Advisors (which is being replaced by BeaverHUB in Su’23), TES