Supervisor Checklist: Onboarding New Employees

Prior to the employee's arrival:

- ○ Have their materials, equipment and resources ready: desk, chair, computer, headsets, supplies, VPN access, etc.
- ○ Request any keys, copier, and door code access.
- ○ Determine which systems the new employee will need access to, including but not limited to BANNER and PatriotWeb.
- ○ Set up computer access (access to shared files) and their email account.
- ○ Add the employee to PeopleFinder.
- ○ Designate a mentor to answer questions, give support, and check in with the new employee during the learning/transitional period to make sure they have everything they need.
- ○ Set up a 1st day schedule that is welcoming and offers opportunities to develop connections/relationships with team members.
- ○ If in a physical space, create a welcome sign for their workstation. If in a virtual space, create a PowerPoint welcome sign that can be displayed in the team meet-and-greet.

GEORGE MASON UNIVERSITY

When the employee arrives:

- ○ Arrive prior to employee, greet the employee upon arrival, and clear your schedule to ensure full attention on the new employee.
- ○ Provide an office tour, highlighting all key areas of operation, and meet-and-greet office team members.
- ○ For remote workers, provide a virtual meeting of team members and discussion of the virtual office space, engagement efforts, etc.
- ○ Confirm that the employee is scheduled to attend orientation and knows the date and time of orientation. Information is in the employee's offer letter.
- ○ Review team procedures, standards and schedules, lunch breaks, computer security, and other protocols.
- ○ Ensure that the new employee has visited Human Resources on or before their first day of work to complete important new hire paperwork, including: an I-9, state and federal tax forms, and direct deposit information. New employees will also need a Mason photo ID and can contact Parking Services to inquire about parking options.
- ○ If telework/remote work is an option, have the employee complete a Standard Telework Agreement. For those working full-time outside of Virginia, the Out-of-State Remote work form is also required.
- ○ Review electronic time sheet procedures on Patriot Web.
- ○ Provide a list of the employee's key contacts and coordinate introductory meetings with them.
- ○ Provide a list of important web links and listservs related to the employee's job. (e.g. George Mason homepage, HR website, Patriot web, motor pool, Banner, etc.).
- ○ Schedule training on key tasks, use of equipment, etc., including eVA, BANNER, eWork, etc.

Within the first 30 days:

- ○ Schedule opportunities (e.g., teambuilding, walking meetings, group attendance of university events) to allow the employee an opportunity to further integrate into the culture of George Mason and create a sense of belonging.
- ○ Focus on their well-being. Try not to overwhelm and overload the employee while they are learning their role.
- ○ Provide the employee with a position description and review work tasks and duties with them. Have a conversation with the employee on performance expectations and establish SMART goals that will guide expected job outcomes during the first 3 months/6 months/year. Send a follow-up email to document this for their performance development plan.
- ○ Conduct frequent check-ins. Provide consistent and objective feedback, coaching, and instructional guidance regarding job performance, conduct, or compliance with policies and procedures.
- ○ Follow up with the employee regarding work environment, equipment, and training needs.
- ○ Remind the employee to submit any benefit forms that they did not complete at orientation within 30 days of their hire date.
- ○ Remind the employee of required (DHRM and George Mason trainings in MasonLEAPS) and optional trainings (Mason 101, Fiscal Services offerings, performance management, engagement, etc.).
- ○ Create opportunities for new employees to see how their contributions positively impact the team and support George Mason's mission, vision, and values.
- ○ Show recognition and appreciation for their learning experience and contributions.