

UNT Dallas Supervisor Onboarding Checklist

New Employee Information	
Name:	Start Date:
Position:	Supervisor:
EUID:	EMPLID:
<input type="checkbox"/> Pre-Arrival Procedures- Preparing the New Employee	
Call or email your new team member to officially welcome and answer any questions regarding employment. Cover the following topics:	
o Notify team member of regular working hours and where to arrive on the first day.	
o Confirm the location/address of where the department is located and where to park.	Map
o Inform new team member of any dress code requirements.	
o Inform new team member of lunch plans for first day as applicable.	Consider taking your new hire to lunch to begin to get to know him/her.
o Verify that the new team member has received onboarding instructions from HR and remind to complete prior to first day of work	
o Remind team member to bring documents needed to complete new hire paperwork.	I-9 Accepted Documents
o Gather job description, job manuals or SOPs, org charts, pertinent contacts and phone numbers.	
o If workplace accommodations have been requested.....	Contact HR at 972-338-1410, ADA Accommodation Toolkit
<input type="checkbox"/> Pre-Arrival Activities- Preparing the Current Team for a cohesive team	
o Communicate via e-mail (or other means) to team to introduce new team member.	
o Setup introduction appointments for first week.	Print employee's checklist and list of appointments.
o Consider assigning a buddy.	
o Gather documents that communicate the team's goals, strategic plans, priorities and initiatives.	
<input type="checkbox"/> Pre-Arrival Activities- Preparing the Office	
o Prepare office for new team member	Order needed furniture, clean or rearrange if necessary.
o Phone	Be sure phone is connected and assigned to new team member. Leave voicemail instructions for phone on desk.
o Computer	For computer installation or hardware/software submit a ticket to helpdesk@untdallas.edu
o Access to work related programs	Ensure employee has the access they need to do their job through your local IT group
o Order name plate and/or office sign as applicable	Confirm name/credentials the new team member would like included.
o Supplies	Order basic supplies for desk.
<input type="checkbox"/> 1 st Day	

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<ul style="list-style-type: none"> o Welcome the new team member on the first day or arrange for someone to handle in your absence 	
<ul style="list-style-type: none"> o Ensure employee completes I-9 on day one (cannot exceed 3 days after the date of hire) 	Contact HR to schedule time to complete the I-9 and eVerify process for employees. Your employee should complete this step on day one, but cannot complete it later than 3 days after date of hire to be in compliance with Federal Law. Ask daily about documents if not complete on day one. Contact HR immediately at 972-338-1410 if appropriate documents are not provided by Day Two.
<ul style="list-style-type: none"> o Submit E-Par 	Prepare ePAR once HR informs of eVerify clearance for the new team member. Complete as soon as possible.
<ul style="list-style-type: none"> o Arrange for someone to assist the team member with arrival procedures. 	
<ul style="list-style-type: none"> o Arrange for someone to take the team member to lunch on the first day if you are not available. 	
<ul style="list-style-type: none"> o Advise new team member on procedures to receive UNT Dallas ID badge 	Escort to the IT Help Desk, Founders Hall (B2) 127 (near Library).
<ul style="list-style-type: none"> o Provide Job Description and job manuals 	Review job description and departmental manuals with new team member.
<ul style="list-style-type: none"> o Review Policies & Procedures 	Review institutional policies . And ask the employee to go through all relevant policies to ensure knowledge and compliance.
<ul style="list-style-type: none"> o Provide department org chart, phone listing for college or department and other pertinent contacts 	Review with new team member
<ul style="list-style-type: none"> o Time Record & Application for approval of leave (vacation, sick leave, other) 	Review leave policies and departmental process for reporting time & leave. Human Resources -> Policies 5.017.2, 5.017.4
<ul style="list-style-type: none"> o Printer/Copier/Scanner 	Provide locations and instructions for printing access.
<ul style="list-style-type: none"> o Shared Drives/File Structure, Wireless access, website overview 	Provide information on departmental usage.
<ul style="list-style-type: none"> o Computer & Software Support 	Let new employee know who to contact with computer issues. Submit a ticket for IT issues to helpdesk@untdallas.edu
<ul style="list-style-type: none"> o Remind new team member of required orientation/trainings and recommended trainings 	New Hire Orientation and Equal Opportunity Trainings are required. Recommended: Supervisors, Managers and Directors enrollment in Supervisory Building Blocks program.
<ul style="list-style-type: none"> o Keys 	Submit Key Request Form to the Police Department for keys
<ul style="list-style-type: none"> o Provide link to onboarding resources 	Review link to onboarding resources on UNT System HR website
<input type="checkbox"/> Additional Resources	
UNT System Business Service Center 855-868-4357 (Payroll, Travel, Purchasing)	
Human Resources 972-338-1410	
UNT Dallas Police – 972-780-3009	

