



## Manager Checklist for New Hire Employees

### BEFORE your new hire employee starts

- Complete the hiring form and send it to [HumanResources@ben.edu](mailto:HumanResources@ben.edu) within 5 days of their start date.
  - [Lisle Hiring Form](#)
  - [Mesa Hiring Form](#)
- I.T. items completed (which can be found on the space authorization - phone number, key card access (put under special notes), network access, etc.). \*This form cannot be completed until you receive your employee's credentials.
  - **Form to complete:** [User Access Request Form](#)
  - **Form to complete:** [Space request](#) (*must be on BenU Network to access*)
- Notify [HumanResources@ben.edu](mailto:HumanResources@ben.edu) with the following information:
  - PeopleSoft access cloned to whom?
  - Does the new employee require network access (department share drive, another user's mailbox)?
  - Does the new employee require a laptop or a desktop?
  - New or existing telephone number?
- Complete a training schedule and plan for the first week (or longer).
  - **Form to complete:** [Training Plan Template](#)
- Prepare for your new employee
  - Workspace (clean & ready with any necessary office supplies)
  - Welcome note
  - Team directory information (department phone numbers, etc.)
  - Order placed for business cards [Click Here](#)
  - Order placed for name tag [Click Here](#)
  - Mentor or training buddy assigned (prep and speak to Mentor\Buddy)
  - Key request (contact facilities) [Click Here](#)
  - Does this employee need a Cell Phone Allowance? If so, contact the business office.
  - Does this employee need a Pcard? If so, contact the business office.
- Go over with the department/team the plans for the new employee
  - Designate a buddy/mentor to show them the "ropes".
  - Go over the training plan
  - Discuss expectations for the department regarding the new hire.

## **AFTER your new hire employee starts**

Onboarding a new employee is an important part of the retention process and can set the tone for the department and university's operations. Making an employee feel welcomed and a part of the BU family is a part of our Benedictine Hallmark of hospitality.

- What to go over with your new employee (*one on one*)
  - Job Description
  - Training plan
  - Expectations as their manager
  - Timesheet/Synerion – how the department handles time off requests
  - If they need to call in sick – how to do so (email, phone call, text, etc.)
  - Department hours/Work Schedule
  - Discuss Casual Business Attire
  - General department culture
  - **At the end of the day – Check in for a first-day status. Take this time to ask for feedback or answer any remaining questions they may still have.**
  
- Peer Mentor/Buddy (*can go over the following*)
  - How to send and receive campus mail
  - Department email lists
  - How to look up someone's phone number in the BU directory
  - Break areas, kitchen, restrooms, stairs, elevators, etc....
  - Supply areas
  - Pertinent building information (AED Machines, Fire Exits, and Evacuation meeting place)
  - Setup Voicemail and Printer
  
- What to go over with your new employee (*whole team/department*)
  - Introduction to the team
  - Consider a team lunch
  - Team building gathering
  - Take a moment to discuss department goals