# Pre-Onboarding Preparation

* Review job description
* Fill out the Task List Template for the role
* Create and prepare the onboarding schedule
	+ Schedule meet & greets with other employees if needed
	+ Arrange training sessions for relevant tools and systems
* Create a “To Do During Downtime” List
* Prepare necessary documents and forms
* Clean & set up the new staff member's workspace
* Send all calendar invites for reoccurring meetings they need to attend
* Ensure all equipment and technology are ready
	+ If internal, transfer supervision in UKG
	+ Send in any IT tickets for system access requests if needed
	+ Give access to any program-managed systems if needed
	+ Add to any distro lists
	+ Add to any Microsoft teams
	+ Add to any Sharepoints

*You can add program specific items you need to do here:*

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# First Day

* Greet and welcome the new employee
* Provide a building tour (including where to park)
* Make introductions to the team
* Review the onboarding schedule, to do during downtime list, and job description with new employee
* Help them get logged in & set up system access and email accounts
* Ask them to share full details of calendar with team members
* Ask them to fill out a “Getting to Know You” Sheet

*You can add program specific items you need to do here:*

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# First Week

* Schedule regular 1:1 meetings
* Host the “Kick Off” conversation with the new employee (can be found on the Supervisor Resources Page)
* Assign initial tasks
* Discuss team dynamics and collaboration methods
* Review company's mission, vision, and values
* Request a company purchasing card, purchasing approval limits, and credit card approver status (if applicable)
* Give them time to make their space comfortable/their own
* Give them time to explore the technology, resources, and lists on their own
* Show them the Hilltoppers pages relevant to their role
* Discuss the team norms around communication channels
* Discuss the team norms around communication styles
* Discuss schedule or WFH options (if applicable)
* Teach them how to clock in & submit timecard

*You can add program specific items you need to do here:*

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# First Month

* Ensure completion of all initial training sessions
* Encourage participation in team meetings and events
* Address any questions or concerns the new staff member may have
* Celebrate achievements and milestones
* Add their birthday to your calendar as a reoccurring yearly event
* Discuss 60, 90, 180 day goals for the employee
* Revisit the task list for their role to ensure they have received training on all tasks

*You can add program specific items you need to do here:*

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