



Before The New Employee Arrives

- Tools & Space
Set up and update computer, peripherals, and data port. Request access to shared networks and resources, email address, and electronic systems access. Set up phone and request long distance calling code. Request keys/space access. Review workspace, common areas, and amenities for accessibility.
- Supervisor/Unit
Establish training plan and schedule system trainings. Create supervisory file. Set up reminders for Trial Service goal setting and evaluation (Classified Staff) and to verify the new employee obtains any certifications/licenses that are required by a specific date (noted in the offer letter). Set up reminders to check in regularly. Complete nomination and establish approval authorities (if applicable).
- Directories & Signage
Update unit directories and websites. Order or create office/workspace name plate(s). Add to unit email list serves. Order business cards.
- Pre-Boarding Check-In
Reach out to the new employee a few days before their start date to welcome them. Inform or remind them of any required/special attire or the unit's dress code. Verify the new employee holds any certifications/licenses that are required by their start date (noted in the offer letter).

On the Day New Employee's First Day

- Help them obtain keys/access fobs and OSU ID card; go over unit/office etiquette; and introduce to the unit IT support group.

Make sure they aren't overloaded. Give them time and space to acclimate. Encourage them to let you know if the onboarding pace is too slow or too fast and adjust accordingly.

After The New Employee Arrives

By Day 7

- Expectations
Review position description and responsibilities. Ensure job scope and related expectations are clear and specific. Go over departmental expectations and courtesies. Review policies and procedures and recommend which to bookmark/be able to access quickly.

Go over time reporting, working and requesting overtime, and requesting and using leave.
Go over unit expectations for preparing to be out of office and what to do if out unexpectedly.

Make sure the employee knows who their supervisor is. Discuss supervisor's management style, performance appraisal cycle/timeline, and performance evaluation processes.

Provide checklists and time tables for tasks and assignments if applicable. Introduce specific workplace language or terminology.

Tool Overview/Introduction

Let the new employee know their office phone number and email address. Provide them with contact lists. Introduce to shared email address(es) and calendar(s).

Discuss how to answer the phone and how to setup voicemail message and email signature. Go over how to use office equipment (e.g. copier) and provide access codes as needed (e.g. copier codes). Provide written and pictorial instructions.

Space Orientation

Show the new employee where to locate exits, restrooms, and hydration stations; personal mailbox and mail-related locations; and recycling, composting, and trash locations. Discuss mailing procedures. Show new employee where to locate supplies and discuss supply ordering procedures.

By Day 14

Work Group Orientation

Introduce to co-workers, department/colleagues, and customers. Go over the unit structure and the organizational chart. Go over office culture/traditions.

By Day 30

Safety*

Discuss workplace safety and go over the OSU Safety Program & Right to Know and safety in labs and specialized areas as needed. Go over process to report workplace incidents, injuries, and illnesses. Check with employee about ergonomic or other special needs.

Show new employee where to locate fire alarm pulls and fire extinguishers; exits and evacuation routes; unit evacuation assembly point outside of building; and automated external defibrillators (AEDs) and first aid kits. Ask new employee about individual emergency evacuation or shelter-in-place needs when explaining emergency procedures.

Make sure the new employee has an opportunity to attend the next OSU [New Employee Orientation](#).

* If the employee will work in a non-office environment, make sure to cover job-specific safety training according to EH&S or industry standard.