UNLV

New Employee Onboarding Checklist for Academic Faculty

Onboarding, as a first-year experience, allows us to develop a relationship with the new employee in a way that supports and fulfills the employee and results in their increased engagement, retention, and productivity. This checklist is intended to serve as a starting point for you (the department) to welcome and help orient your new employee(s) through a meaningful process.

Before a new employee starts, the supervisor or hiring manager is encouraged to pair the new employee with an onboarding colleague who will work together with the new employee to complete the checklist and act as a "go-to" person for work-related questions and advice. Additional activities should be included that are relevant to the new employee's area.

Open communication between the supervisor, new employee, and onboarding colleague is crucial to everyone's success.

New Employee Name:	**Start Date:**
New Employee Business Title:	
Onboarding Colleague:	
Supervisor of the New Employee:	

Prior to the First Day	Who Initiates	Date Completed
☐ Initiate Hire Business Process in Workday	Hiring Manager	
☐ Confirm the offer letter has been sent to the new employee	Hiring Manager	
☐ Provide the new hire information to Faculty Affairs (for orientation purposes)	Hiring Manager or Supervisor	
☐ Contact the new employee after confirmation of acceptance with a warm welcome and provide critical first day information: when to arrive (day and time), where to park and report, what documents to bring (applicable dependent marriage and birth certificate(s) for benefits), and review appropriate attire for the workplace, provide the new employee with a contact in the event of a question, and tell the employee to bring in identification for their first day for the I-9	Hiring Manager or Supervisor	
☐ Welcome packets provided by Faculty Affairs	Faculty Affairs	

☐ Curriculum Vitae - update and send an electronic copy to your new Dept./Unit as soon as possible (including new local address and telephone number). NOTE: Some Colleges/Schools require a copy also be forwarded to the Dean	Employee	
☐ Set up the new employee's office/workspace: assign a desk, computer, and phone, if applicable; order keys, business cards, and computer; set up telephone, and cell phone if applicable	Hiring Manager or Supervisor	
☐ Assign an onboarding colleague for the new employee's first two months on the job	Hiring Manager or Supervisor	
☐ Schedule a Benefits Enrollment Class: Call HR at 895-3504. Topics covered in the Benefits Enrollment Class include: Benefits (including PEBP health insurance, voluntary benefits, retirement), Safety Training, and UNLV Resources	Hiring Manager or Supervisor	
☐ Send an announcement via email to the department announcing the new hire and start date and update any applicable organizational charts and websites	Hiring Manager or Supervisor	
First Day	**Who Initiates**	**Date Completed**
☐ Introduce the new employee to colleagues and arrange a welcome lunch	Hiring Manager or Supervisor	
☐ Discuss policy/procedures for sick time off and unexpected absences and policy/procedures for reporting leave and business related travel; review appropriate attire for the workplace; review Emergency procedures	Hiring Manager or Supervisor	
☐ Review unit bylaws with all new faculty; notify the faculty member where to obtain copies of the College/School and/or Dept./Unit bylaws	Hiring Manager or Supervisor	
☐ Go over phones, fax, copier, office supplies, etc. Discuss mailboxes and procedure for inter-campus mail; provide a general UNLV computer orientation at desk (computer sign-in, shared network drives, UNLV Mail, listserv subscriptions, school/department websites, etc.); give a department and building tour	Colleague	
☐ Learn about shared governance and visit the Faculty Senate website at http://facultysenate.unlv.edu	Employee	
☐ Review the semester memo which contains policies for faculty and teaching staff found at: http://www.unlv.edu/policies in the Executive Vice President & Provost section, Semester Memos	Employee	
☐ The NSHE Handbook is maintained on the NSHE website at http://system.nevada.edu/Nshe/index.cf m/administration/board-ofregents/handbook/	Employee	

	Who Initiates	Date Completed
☐ The UNLV Bylaws on the Faculty Senate website at http://facultysenate.unlv.edu/unlvbylaws	Employee	
☐ Temporary parking permits are issued by Human Resources and available for 10 calendar days; obtain a permanent parking permit from the parking office: Employee will need to be hired in Workday before permit is available for purchase http://www.unlv.edu/parking	Employee	

First Few Days	Who Initiates	Date Completed

☐ Employee will use their ACE account to login to Workday and initiate the Onboarding business process. Included in the onboarding business process:
   o I-9
   o Withholding Elections (W-4)
   o Payment Elections (Direct Deposit)
   o Unpaid Compensation
   o Beneficiary
   o Submit Education
   o Benefit Elections
	Employee	

☐ Employee will attend the Benefit Enrollment Class. Topics covered in class are: Benefits (including PEBP health insurance, voluntary benefits, retirement), Safety Training, and UNLV Resources	Employee	
☐ Schedule a time to attend New Faculty & Staff Orientation: http://provost.unlv.edu/nfpso.html	Employee	
☐ Review performance feedback and appraisal process	Supervisor	
☐ Review job responsibilities, competencies, and expectations; review performance feedback and appraisal process	Supervisor	
☐ Review department's mission, strategy, values, functions, and procedures; organization of the department; critical members of the department; departmental staff directory, calendar, confidentiality of information; emergency regulations; and health and safety training	Hiring Manager or Supervisor	
☐ If supervising Classified Employees, schedule for state of Nevada mandatory supervisory courses	Hiring Manager or Supervisor	
☐ Meet with a Disability Resource Center (DRC) representative to learn the guidelines of how to serve students with a disability in the classroom	Employee	
☐ Go to: https://www.unlv.edu/hr/sexual-harassment-prevention and follow the directions to request a LawRoom account and complete the required training for Sexual Harassment Prevention	Employee	
☐ Review the memorandum from the Executive Vice President and Provost prior to each semester related to Minimum Criteria for Syllabi which includes a statement related to Disability Resource Center	Employee	

services to include in your syllabus (ask your department administrative assistant or Faculty Affairs)		
First Month	**Who Initiates**	**Date Completed**
☐ Obtain your RebelCard University ID by bringing a valid state-issued photo ID and your NSHE ID # to the RebelCard Office in the Student Union. You will find your NSHE ID # in Workday. Call HR at 702-895-3504 for assistance	Employee	
☐ Review and clarify performance objectives and expectations after the first month	Supervisor	
☐ Set up a brief meeting with department or unit head	Hiring Manager or Supervisor	
Third Month	**Who Initiates**	**Date Completed**
☐ Review and discuss the staff member's performance objectives	Supervisor	
Sixth Month	**Who Initiates**	**Date Completed**
☐ Review performance objectives and progress	Supervisor	
☐ Discuss completed training and training planned for the future	Supervisor	
Twelfth Month	**Who Initiates**	**Date Completed**
☐ Complete twelve month performance evaluation	Supervisor	

Once complete, this checklist should be signed by the employee, the onboarding colleague, and hiring manager/supervisor. A copy should be provided to the employee with the original retained by the hiring manager/supervisor.

_____   _____
Employee's Signature   Date

_____   _____
Supervisor/Hiring Manager's Signature   Date

_____   _____
Onboarding Colleague's Signature   Date