Staff Onboarding Checklist

Task	New Hire	Work unit supervisor or designee	Work Unit	Penn State HR
Pre-hire				
Move final candidate to offer stage in Workday. Talent Acquisition will prepare a Salary Analysis and provide recommended salary range to HR Consultant (HRC). HRC will review and approve the salary recommendation and provide it to the hiring manager.		✓		✓
Make verbal offer and determine a start state. Notify HRC of final salary and start state		✓		
Prepare and send offer letter through the Workday system				✓
Sign and return offer letter through Workday	✓			
Provide PII for Penn State account setup. Candidate will receive an email notification prompting them to provide their PII in Workday.	✓			
Complete authorization for background check after receiving email notification from Penn State Human Resources. If an internal employee has a background check that is older than 5 years, they will be required to complete a new one.	✓			
Send Welcome Email: Once the background check returns a favorable result, the new hire will receive an email from HumanResources@psu.edu with steps to start the Onboarding Journey. The manager recruiting support, hiring manager, and HR consultant will be copied on the email. *New to University Only				✓
Complete Onboarding Journey: (I9, benefit elections, etc.) During this time, the new staff member will receive the welcome email and several email notifications to complete various steps of the onboarding process. Questions should be directed to HR Shared Services at 814.865.1473 *New to University Only	✓			
Keep in touch with new hire during this time, ask about needs and concerns, direct to appropriate resources. **Remind the staff member to keep an eye on their email for their onboarding notification and tasks.**		✓		
Confirm parking pass availability: Upon completion of in-person onboarding with HR Shared Services, new hire will receive a temporary parking pass which expires in 7 days from the issue date. Permanent passes should be obtained through the EMS parking chair Diane Ault (dla17@psu.edu). It's important to confirm availability of a parking pass in advance of the start date.		✓		

Preparation for new hire:				
• Order a nameplate and welcome sign for the workspace • Request cleaning of the new employee's workspace • Order/assign the computer and schedule set up with IT 814.865.1800 or helpdesk@ems.psu.edu • Request/confirm work phone number • Make sure the workspace has appropriate supplies • Plan the new employee's schedule for the first 1-2 weeks, including opportunities to meet coworkers, shadow their peers in meetings, get training on specific tasks or systems, and meet with unit head • Have several short-term job assignments ready for the new employee to work on • Schedule meet and greet with HR John Barlett (jvb102@psu.edu), Stephanie Plummer (sml127@psu.edu) or Jeannete Macaluso (jum1636@psu.edu)		✓		
Optional items to consider: • Order business cards • Arrange a welcome reception • Schedule a small group lunch • Ask the newcomer to provide you with a brief bio and photo for introduction email • If you are using a Buddy, review what you expect and encourage them to reach out to the new hire		✓		
Task	**New Hire**	**Work unit supervisor or designee**	**Work Unit**	**Penn State HR**
Day 1				
IMPORTANT: Confirm staff member has completed their I9 document verification session or is scheduled to complete it within 3 business days of the start date. Missing this step could result in immediate separation for non-compliance. They will also receive their temporary parking permit, and ID card at onboarding with HR Shared Services. New to University only		✓		
Plan for new hires first day (be available to assist and answer questions, introduce co-workers, IT assistance as needed, etc.)		✓		
Give an office/building tour		✓		
Provide work unit handbook or other written documentation on basic department policies and expectations, such as call-off procedures, attendance submission, and schedule		✓		
Show employee how to enter time worked in (non-exempt employees) and request time off in Workday		✓		

Give copy of and discuss job description (JRW) and duties. Make sure employee updates their JRW at https://hr.psu.edu/compensation-and-classification/job-responsibilities-worksheet		✓		
Ensure access to appropriate University systems has been granted		✓		
Put staff member in touch with EMS parking chair to obtain the permanent parking pass that was assigned to them.		✓	✓	
Provide list of important college and departmental contacts.		✓		
Week 1-2				
Add to EMS staff listserv (accounts.psu.edu), departmental listservs, email groups, calendars, etc.; share key upcoming events and deadlines		✓		
Contact EMS Strategic Communications' webmaster (Cynde Fleagle cys7@psu.edu) to update the new employee to the college Directory		✓		
Discuss initial assignments & provide feedback		✓		
Assess short term training needs (including diversity/inclusion, etc.)		✓		
Weekly check in—schedule for at least first 6 weeks		✓		
Set goals in Workday		✓		