

FACULTY ONBOARDING CHECKLIST

Task	New Hire	Work unit supervisor or designee	Penn State HR
<i>Pre-hire</i>			
<p>Offer -</p> <p>Non-tenure line - Once a verbal offer is accepted, move the final candidate to the offer stage in Workday and complete offer steps. The official offer letter will be drafted and sent to the candidate through Workday. Remind candidate to be on the lookout for an email notification directing them to log into Workday and accept the offer.</p> <p>Tenure Line - Once the department issued Memo of Understanding is accepted, email Nicola Kiver and the EMS HR Consultant. The EMS HR Consultant will draft and send the offer letter via email with cc to the Department Head and Admin Support Coordinator 5.</p>		✓	✓
Sign and return offer letter through Workday (NTL) or to the EMS HR Consultant(TL)	✓		
Provide PII for Penn State account setup. Candidate will receive an email notification prompting them to provide their PII in Workday.	✓		
If required, complete iStart steps to initiate the visa process. If the postdoc's ID# and access ID are needed, contact the HR consultant.		✓	
Complete authorization for background check after receiving email notification from Penn State Human Resources - Note: If a candidate is offered a position more than 6 months in advance of the start date, the background check will not be processed until closer the effective date of employment.	✓		
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. Note: Same as the background check. If employment is offered more than 6 months in advance of the start date, the welcome email will not be issued until closer to the start date.			✓
Complete Onboarding Journey (I9, benefit elections, etc.) During this time, the new postdoc will receive the welcome email and several email notifications to complete various steps of the onboarding process.	✓		
Keep in touch with new hire during this time, ask about needs and concerns, direct to appropriate resources. Remind the faculty member to keep an eye on their email for their onboarding notification and tasks.		✓	

Identify department specific required trainings		✓	
Confirm parking pass availability. Upon completion of in-person onboarding with HR Shared Services, the faculty member 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 Meranda Kaiser (mlp5247@psu.edu)		✓	
Preparation for new hire:			
<input type="checkbox"/> Order a nameplate and welcome sign for the workspace			
<input type="checkbox"/> Request cleaning of the new employee's workspace			
<input type="checkbox"/> Order/assign the computer and schedule set up with IT			
<input type="checkbox"/> Request/confirm work phone number		✓	
<input type="checkbox"/> Make sure the workspace has appropriate supplies			
<input type="checkbox"/> Schedule meet and greet with EMS HR (John Barlett jvb102@psu.edu or HR consultant)			
Optional but strongly encouraged:			
<input type="checkbox"/> Arrange a welcome reception			
<input type="checkbox"/> Schedule a small group lunch		✓	
<input type="checkbox"/> Ask the faculty member to provide you with a brief bio and photo for introduction email			
<input type="checkbox"/> Pair faculty member with a peer, review what you expect and encourage the peer to reach out to the new hire			
Task	New Hire	Work unit supervisor or designee	Penn State HR
Day 1			
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 (campus tour optional)		✓	
Provide keys, ensure swipe card access has been assigned, etc.		✓	
IMPORTANT: Confirm pfaculty meber 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.		✓	
Put faculty member in touch with EMS parking chair to obtain the permanent parking pass that was assigned to them.		✓	
Provide member with a list of important department and college contacts (who does what)		✓	

Week 1-2

Add to EMS faculty listserv (accounts.psu.edu), relevant department listservs, calendars, etc.; share key upcoming events and deadlines		✓	
Contact EMS Marketing and Communication Website Manager (Cynde Fleagle - cys7@psu.edu) to update the new employee to the College Directory		✓	
Assess short term training needs (including diversity/inclusion, etc.)		✓	
Remind faculty member to complete all steps related to their onboarding journey. More information about the University onboarding process can be found at: https://psuportal.necaseonline.com:443/Default.aspx?PageId=1218&gse=1&gwd=onboarding		✓	