



# Supervisor Onboarding Checklist

## **BEFORE EMPLOYEE STARTS:**

- Send signed Offer Letter to [Onboarding-HR@uvm.edu](mailto:Onboarding-HR@uvm.edu)
- Edit and send Welcome Letter to employee
- Request Tech Equipment (if applicable)
- Telework Agreement (if applicable)
- Set up Adobe Reader for employee (if applicable)
- Invite employee to shared calendars and set up viewing rights
- Review how to approve timecards
- Assign department specific trainings
- Collect signed Confidentiality Agreement from employee (if applicable)
- Set up working space, including computer, phone, email, applicable software, etc.
- Request building access for employee

## **ON EMPLOYEE'S FIRST DAY:**

- Introduce employee to the team members.
- Give an office, building, and campus tour. Explain food, water, office supplies, etc.
- Review schedule, timesheet, and clock-in/clock-out expectations (if applicable)
- Review phone, voicemail, email, and DUO
- Review dress code

## **After employee starts:**

- Review job description and expectations
- Review training schedule with employee
- Remind employee to complete "New Employee 2-Week Survey"
- Remind employee of resource links outlined in the New Employee Orientation PowerPoint presentation
- Set up correct employee access level to PeopleAdmin and PeopleSoft (if applicable)
- Set up accounts with external vendors (if applicable)
- Set up PurCard (if applicable)

## **Trainings:**

- a. Safety Training
- b. Compliance
- c. Data Privacy
- d. Harassment & Discrimination
- e. Affirmative Recruiting
- f. HR101 - Supervisor Training
- g. UVM Reporter Training
- h. Job-Specific Trainings

