Supervisor Onboarding Checklist

BEFORE EMPLOYEE STARTS:
- Send signed Offer Letter to 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:
- Safety Training
- Compliance
- Data Privacy
- Harassment & Discrimination
- Affirmative Recruiting
- HR101 - Supervisor Training
- UVM Reporter Training
- Job-Specific Trainings