



# St. Cloud State University

## SUPERVISOR ONBOARDING CHECKLIST FOR NEW EMPLOYEE

Please complete the following checklist to ensure your new employee is prepared to begin their position here at St.  
Cloud State University.

| Employee Information                                                                                           |                |                                                          |            |
|----------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------|------------|
| Name                                                                                                           | Position Title | Department                                               | Start Date |
|                                                                                                                |                |                                                          |            |
| <b>PRIOR TO 1<sup>ST</sup> DAY OF EMPLOYMENT</b>                                                               |                |                                                          |            |
| Ensure Supervisory new hire tasks are completed in Workday                                                     |                |                                                          |            |
| Ensure new hire completes tasks in Workday                                                                     |                |                                                          |            |
| Complete IT Services Ticket to request new employee onboarding services ( <a href="#">IT Services</a> )        |                |                                                          |            |
| Request equipment                                                                                              |                | Schedule 30 min new hire meeting with your IT technician |            |
| Request Security Administrator provide any required ISRS access                                                |                |                                                          |            |
| Request Workday Security roles ( <i>if applicable</i> )                                                        |                |                                                          |            |
| Complete assigned space request ( <a href="#">Review Request Process</a> )                                     |                |                                                          |            |
| Order keys from Public Safety ( <a href="#">Key Request</a> )                                                  |                |                                                          |            |
| Prepare work area with necessary supplies                                                                      |                |                                                          |            |
| Remind employee to bring identification on first day for I-9 (they received an email from HR about ID options) |                |                                                          |            |
| Update department website, routing lists, etc.                                                                 |                |                                                          |            |
| Order business cards and name badge if needed                                                                  |                |                                                          |            |
| Send employee welcome email <a href="#">HERE</a>                                                               |                |                                                          |            |
| <b>EMPLOYEE'S FIRST DAY</b>                                                                                    |                |                                                          |            |
| Meet with new employee at the start of the day                                                                 |                |                                                          |            |
| Bring new employee to MC B43 to complete orientation at scheduled time                                         |                |                                                          |            |
| Give new employee a tour of office area and building                                                           |                |                                                          |            |
| Explain office/department mail pick-up and delivery processes                                                  |                |                                                          |            |
| Review work schedule (i.e. start/end times, breaks)                                                            |                |                                                          |            |
| Review attendance policies (incl. timesheets, requesting vacation, sick leave, doctor appts, overtime)         |                |                                                          |            |
| Meet with the employee at the end of the day to answer questions and to find out how the day went              |                |                                                          |            |



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### EMPLOYEE'S FIRST WEEK

Complete scheduled onboarding meeting with IT technician

Go on campus tour

Review standard meetings that the employee is expected to attend

Review current position description and have employee sign a hard copy, send a copy via email to HR Business Partner

Explain the probation and performance review process

Remind the employee to purchase a parking permit if they want to park in campus lots

Meet with the employee at the end of the week to answer questions and find out how first week went

### EMPLOYEE'S FIRST MONTH

Remind the employee to schedule a C.A.R.E training session

Complete required training through ELM and any department specific training (Refer to onboarding checklist provided by HR during orientation)

### Human Resources

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