



## NEW EMPLOYEE ON-BOARDING CHECKLIST

Preparing For Your New Employee's Arrival

Employee Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

CATEGORY/DESCRIPTION	STEPS	RESOURCE(S)	TIMELINE (prior to start date)
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<p style="text-align: center;"><b>WORK LOCATION</b></p> <p><i>Set-up work location and obtain computer hardware</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine Space</li> <li><input type="checkbox"/> Organize and clean space</li> <li><input type="checkbox"/> Furniture</li> <li><input type="checkbox"/> <a href="#">IT New User Hardware Request Form</a></li> <li><input type="checkbox"/> <a href="#">Purchase Order for Hardware</a></li> </ul>	<ul style="list-style-type: none"> <li>• Facilities</li> <li>• IT</li> <li>• Procurement</li> </ul>	<p>1 month</p>
<p style="text-align: center;"><b>CONDITIONS OF EMPLOYMENT</b></p> <p><i>Address and conduct applicable conditions of employment (some items may be job specific)</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Background check</li> <li><input type="checkbox"/> Licenses and Certifications</li> <li><input type="checkbox"/> Fingerprinting</li> <li><input type="checkbox"/> Pre-placement Physical</li> <li><input type="checkbox"/> Pre-employment Drug Screening</li> </ul>	<ul style="list-style-type: none"> <li>• HR</li> </ul>	<p><b>Academic Affairs</b> Timeline varies from 3 weeks to 3 months)</p> <p><b>Staff/Management</b> 2-4 weeks depending on what has to be done</p>
<p style="text-align: center;"><b>RELEVANT WORK RELATED ITEMS</b></p> <p><i>Prepare work station, order supplies, nameplate, keys and other necessary tools for success</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Name Badge</li> <li><input type="checkbox"/> Port Pass</li> <li><input type="checkbox"/> <a href="#">Name plate</a></li> <li><input type="checkbox"/> <a href="#">Keys</a></li> <li><input type="checkbox"/> Supplies and Equipment</li> <li><input type="checkbox"/> <a href="#">Purchasing Card</a> (Pro-Card)</li> <li><input type="checkbox"/> <a href="#">Business cards</a></li> <li><input type="checkbox"/> Uniform</li> <li><input type="checkbox"/> Cell Phone Reimbursement</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities</li> <li>• IT</li> <li>• Procurement</li> </ul>	<p>2 weeks</p>
<p style="text-align: center;"><b>COMPUTER AND NETWORK ACCESS</b></p> <p><i>Inform IT of access needs</i></p>	<p><b>SET-UP COMPUTER AND NETWORK</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain Employee ID Number from Human Resources</li> <li><input type="checkbox"/> <a href="#">Account Access Form</a></li> <li><input type="checkbox"/> <a href="#">PeopleSoft System Access Request Form</a></li> </ul> <p><b>SET UP MOODLE - FACULTY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Moodle Access</li> <li><input type="checkbox"/> Classes assigned in Moodle (Faculty)</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Technologies</li> <li>• HR</li> <li>• IT</li> </ul>	<p>1 week</p>
<p style="text-align: center;"><b>NEW/REHIRE EMPLOYEE ORIENTATION(S)</b></p> <p><i>Acquainting employees to the department and Cal Maritime</i></p>	<p><i>Multiple orientations may be required</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> New Employee Orientation</li> <li><input type="checkbox"/> Benefits Orientation</li> <li><input type="checkbox"/> New Faculty Orientation</li> <li><input type="checkbox"/> Department Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Affairs</li> <li>• HR</li> </ul>	<p>1 week</p>



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<b>GENERAL INFORMATION</b>  <i>Provide critical first-day information</i>	<input type="checkbox"/> When to arrive (time) <input type="checkbox"/> Where to park <input type="checkbox"/> Where to report <input type="checkbox"/> What to wear <input type="checkbox"/> Work schedule <input type="checkbox"/> Campus Environment (i.e. review Campus Map, Dining, etc.)		1 week
<b>VOICE COMMUNICATIONS</b>  <i>Set-up Voice Communications</i>	<input type="checkbox"/> Voicemail <input type="checkbox"/> Phone Directory	<ul style="list-style-type: none"> <li>• Front Desk Receptionist</li> <li>• IT</li> </ul>	2 days
<b>MANDATORY TRAINING</b>  <i>Identify and set-up "required" training</i>	<input type="checkbox"/> Assign Required Training	<ul style="list-style-type: none"> <li>• HR</li> <li>• IT</li> <li>• Risk Management</li> </ul>	2 days

## WEBSITE RESOURCES

Department	Website
Facilities	<a href="https://www.csum.edu/web/facilities-management">https://www.csum.edu/web/facilities-management</a>
Human Resources	<a href="http://www.csum.edu/web/hr/home">http://www.csum.edu/web/hr/home</a>
Information Technology	<a href="https://www.csum.edu/web/faculty-and-staff/it">https://www.csum.edu/web/faculty-and-staff/it</a>
Procurement	<a href="http://www.csum.edu/web/fiscal-services/resources">http://www.csum.edu/web/fiscal-services/resources</a>
Academic Technologies	<a href="https://www.csum.edu/web/academic-technologies/home">https://www.csum.edu/web/academic-technologies/home</a>