



First Day Onboarding Tasks

1. Personally welcome the new employee.
2. Introduce the new employee to their coworkers and orientation partner (if applicable). This can be done individually or as a group, whichever works better for your department.
3. Give a tour of the facilities and their workstation. Show them the restrooms, break areas, refreshments, supplies, assigned work space, and any other relevant locations.
4. Provide required keys/access cards, discuss after-hours and weekend office access.
5. Review position description, performance of duties and probationary evaluation.
6. Provide the departmental organizational structure and its relation to other departments.
7. Explain working conditions and rules:
 - a. Hours of work/completion of time sheets
 - b. Lunch hour
 - c. Breaks
 - d. Paydays and pay procedures.
 - e. Time reporting
 - f. Leave requests
 - g. Personal phone calls and use of personal devices
 - h. Overtime pay/compensatory time
 - i. Safety/health requirements and procedures of department
 - j. Dress code/appearance.
 - k. Other Job specific rules
8. Explain department procedures on:
 - a. Handling of confidential information
 - b. Campus and US mail
 - c. Copy machine use
 - d. Office supply use and orders
 - e. Other purchasing
 - f. Other department specific procedures
9. Assist employee with work area setup:
 - a. Voicemail/Dialing/long distance
 - b. Business cards (as appropriate)
 - c. Name tag/nameplate
 - d. System accesses (as needed)