



Manager Checklist for New Hire Employees

BEFORE your new hire employee starts

- ☐ Complete the hiring form and send it to HumanResources@ben.edu within 5 days of their start date.
 - [Lisle Hiring Form](#)
 - [Mesa Hiring Form](#)
- ☐ I.T. items completed (which can be found on the space authorization - phone number, key card access (put under special notes), network access, etc.). *This form cannot be completed until you receive your employee's credentials.
 - **Form to complete:** [User Access Request Form](#)
 - **Form to complete:** [Space request](#) (*must be on BenU Network to access*)
- ☐ Notify HumanResources@ben.edu with the following information:
 - PeopleSoft access cloned to whom?
 - Does the new employee require network access (department share drive, another user's mailbox)?
 - Does the new employee require a laptop or a desktop?
 - New or existing telephone number?
- ☐ Complete a training schedule and plan for the first week (or longer).
 - **Form to complete:** [Training Plan Template](#)
- ☐ Prepare for your new employee
 - Workspace (clean & ready with any necessary office supplies)
 - Welcome note
 - Team directory information (department phone numbers, etc.)
 - Order placed for business cards [Click Here](#)
 - Order placed for name tag [Click Here](#)
 - Mentor or training buddy assigned (prep and speak to Mentor\Buddy)
 - Key request (contact facilities) [Click Here](#)
 - Does this employee need a Cell Phone Allowance? If so, contact the business office.
 - Does this employee need a Pcard? If so, contact the business office.
- ☐ Go over with the department/team the plans for the new employee
 - Designate a buddy/mentor to show them the "ropes".
 - Go over the training plan
 - Discuss expectations for the department regarding the new hire.

AFTER your new hire employee starts

Onboarding a new employee is an important part of the retention process and can set the tone for the department and university's operations. Making an employee feel welcomed and a part of the BU family is a part of our Benedictine Hallmark of hospitality.

- What to go over with your new employee (*one on one*)
 - Job Description
 - Training plan
 - Expectations as their manager
 - Timesheet/Synerion – how the department handles time off requests
 - If they need to call in sick – how to do so (email, phone call, text, etc.)
 - Department hours/Work Schedule
 - Discuss Casual Business Attire
 - General department culture
 - **At the end of the day – Check in for a first-day status. Take this time to ask for feedback or answer any remaining questions they may still have.**

- Peer Mentor/Buddy (*can go over the following*)
 - How to send and receive campus mail
 - Department email lists
 - How to look up someone's phone number in the BU directory
 - Break areas, kitchen, restrooms, stairs, elevators, etc....
 - Supply areas
 - Pertinent building information (AED Machines, Fire Exits, and Evacuation meeting place)
 - Setup Voicemail and Printer

- What to go over with your new employee (*whole team/department*)
 - Introduction to the team
 - Consider a team lunch
 - Team building gathering
 - Take a moment to discuss department goals