Onboarding Checklist
(First 90 days)

Congratulations on your new hire!

This checklist is intended to serve as a helpful guide—rather than an exhaustive “to-do” list—for you to use as you prepare and engage your new hire for their role at. The new hire will also have access to an online onboarding resource.

The HRM team is here to help you with the onboarding process; please reach out to your HRM consultant, your department’s key contact, and/or your department’s administrative assistant for help in managing a successful first 90 days and beyond.

This checklist is divided into three timeframes:

1. Prior to the New Hire’s Start Date
2. The New Hire’s First Week: Day One, First Week
3. The First 90 Days

You may wish to save it to your desk top for easy reference.

Prior to the Start Date

Paperwork

☐ A complete hire packet for a NEW HIRE should include the following:
   1. Hiring Proposal from PeopleAdmin
   2. Signed Offer Letter
   3. Resume
   4. Initial Application
   5. Final Application
   6. Personal Information Form
   7. Direct Deposit Form
   8. Completed Background Check and Degree Verification
   9. W-4 Form
   10. State-withholding Form
   11. I-9 Form

Work Area, Equipment, and Systems Access
Ensure work space is ready, supplies are available and appropriate equipment is in place.

- **Work Area**
  - Should be clean and ready for a new employee (including inside desk drawers). If cleaning services are needed, a facilities [work order](#) can be completed at and should be submitted at least one week before the start date.

- **Computer**
  - Assess the existing peripherals. If the existing keyboard/mouse is in good working order, they should be cleaned before the new employee arrives. Cleaning supplies are available in the supply closet. If available, an attempt should be made to give employees a new keyboard/mouse.
  - Existing computers are on a replacement cycle. Before a new employee arrives, the machine should be turned on to run updates and ensure no documents were saved locally.
  - If the machine is not due for replacement but is running slow or presents other problems, the machine may be reimaged (in consultation with HRIS). To complete a request, [click here](#).
  - If a new machine is needed (a new position rather than a replacement), at least 4 weeks lead time is required to order and image a new machine.

- **Phone**
  - Voicemail set up can be done via [ServiceNow request](#).

**Communications**

- Send announcement to your department about the new hire

  *Sample email:*

  I am pleased to let you know that <<name>> will be joining us as the <<title>> on <<date.>> <<Provide biographical information.>>

  Please help me welcome <<name>> to Northeastern and our organization.

- Send a welcome e-mail to the new hire

  *Sample email:*

  Dear <<Name,>>

  I look forward to welcoming you to the department on <<Date.>>
In advance of joining the team, I encourage you to begin to familiarize yourself with Northeastern. The University’s dynamic website, including President Joseph E. Aoun’s section and news@Northeastern, underscores that you are joining us at a time of great excitement and tremendous momentum.

If you have any questions prior to your first day with us, please contact me. Again, I look forward to welcoming you to the Northeastern community.

Best wishes,

<<Name>>
<<Title>>

☐ Assemble a Welcome Kit to present on day one

Items to consider:

☐ Overview of your area
☐ Organization chart
☐ Phone directory for your area
☐ Campus map
☐ Materials unique to the individual’s role

☐ If New Hire Orientation is not on the first day, consider including:
  o Academic Plan
  o Current edition of Northeastern Magazine

☐ Prepare a list of key people for the new hire to meet/call
  ☐ Within the department
  ☐ Northeastern faculty, administration, and staff
  ☐ External business and community partners
  ☐ Send a “heads-up” email to the individuals to let them know that you are welcoming a new member of the team and have asked them to reach out to them when they start.

New Hire’s First Week

**Day One**

*As the new hire’s manager, it is important that you welcome the person, show them their work space, introduce them to your department, and review the Welcome Kit. Other tasks can be completed by members of your department as a way to help them get to know their new colleagues.*
Welcome individual upon arrival!
- Offer coffee, tea, water, etc.

Show them to their work area
- Provide Welcome Kit

Introduce them to department members

Arrange or provide a tour of the department’s work space and offices including:
- Supply closet
- Copy/Fax room
- Kitchen
- Bathrooms
- Fire Exits

Review elements of Welcome Kit

Ensure the person has lunch plans with new colleagues
- This is a chance to introduce the person to the campus

Secure NU ID / Husky Card

Discuss transportation options, parking, public transportation, biking.

Week One
- Review job description, set expectations and preliminary goals; it is important to continue this conversation across the first 90 days to ensure that expectations are clear.
- Identify the Resources and Training (Banner Finance, ProCard, PeopleAdmin, etc.) the individual needs to do their work and ensure they receive access and training
- If the new hire is faculty or a student advisor, review Faculty Resources (Banner Student, Blackboard, etc.) and identify training needs
- Continue the introduction process; review list of “Key Partners” and establish next steps
- Review current major department and university initiatives
- Integrate individual into standing meetings where appropriate
Introduce individual to the campus and immediate neighborhood

Reinforce Northeastern’s competitive benefits
  □ Inquire about status of their benefit selections

**First 90 Days**
□ Continue to discuss overall goals and determine first deliverable(s)

□ Seek input from the individual about the ongoing onboarding process
  □ What is going well?
  □ What does the individual need that they don’t have?
  □ What could the department do better or differently?

□ Provide regular feedback

There is a probationary period for the first 90 days which provides new and re-hired faculty and staff time to become acquainted with their position, responsibilities, and performance expectations, and to demonstrate their ability to perform satisfactorily. It is important to assess the individual’s initial performance, identify strengths, and potential opportunities for growth and to communicate your assessment directly and regularly.

This process helps to ensure that the first 90 days prepare and engage the new hire and maximizes the likelihood that the 90 day appraisal is positive.

□ Conduct 90 day appraisal and share results, as needed, with your HRM Consultant.