Temp Non-Student – Onboarding Checklist for Managers

Prior to Day 1

**Welcome Temp to the University**
Contact your new temp hire and welcome them to the university. If appropriate at this time, confirm start details such as:

- Where to go on day one
- What time to arrive
- Share what meetings are planned for day one (lunch, breakfast)
- Assistance with commuting/parking
- Dress code, if necessary

**Determine Space and Technology Needs**
You will want your new temp to be ready to hit the ground running on day one, so it's important to have their space ready for them. That they can access MyNortheastern and prepare course work ahead of time:

- Determine where your new temp will sit
- Identify other needed technology (phone, computers etc.), and equipment
- Create or request a sponsored account
- Visit the ITS Getting Started for Sponsored Accounts website for Guidance
- Refer to the list available on the Onboarding Resources and Training website for additional resources and links
- Work with your local points of contact for space, moves, as needed

If your new temp works remotely, work with them to ensure their space, equipment and technology needs are met.

**Prepare New Hire Onboarding Plan**
It is a good idea to develop an onboarding plan in advance of your new temp's first day. Consider the following when creating the plan:

- Outline their initial calendar of events
- Set up a few initial meetings and, if possible at this time, add them to any standing meetings
- Identify what work or projects they will tackle
- Assign a buddy/mentor, if necessary

**Announce Your New Hire in Advance**
If appropriate, ensure coordination of an introduction note to the team/college/division in advance. It's a great way to make them feel welcome.

**Prepare Work Space and Secure Building Access**
New hires want to feel welcome on day one:
- Ensure that their space is cleaned and, if necessary, stock their desk/office with supplies
- Verify any access needs for space/building such as keys, codes, etc.

**Environmental Health & Safety Training**

Determine if any Environmental Health & Safety Training (EHS) is needed. For more information or to set up appropriate training, visit the EHS training website.

**Arrange Lunch and/or Welcome Activity**

Set up lunch plans for your new temp with their team or department during the first week.

**Week One**

**Introduce the New Hire to the Team/Department**

Introduce the New Temp to the Team/Department:
- Walk them around to meet the team/department/tour the building
- Show them the restrooms, kitchen/break room, supply closets, etc.

**Introduce Necessary Systems and Provide Access**

Introduce your new hire to necessary systems and provide access:
- Help your new hire request a sponsored account and create their myNortheastern account
- Remind them that this login cascades to many other systems on campus
- Review the Onboarding Resources and Training website for guidance on systems/resources your new hire might need to access
- Have them enroll them in multi-factor authentication through DUO
- Provide them with keys/codes, if necessary
- Review available software (Outlook, Skype, etc.)
- Explain your department's shared drives/technology protocols

**Review Department Practices**

Review any department specific standards, practices and procedures. These may include:
- Standard work hours/schedules
- Time Tracking requests/approvals/processes
- Sick policy/process
- Standing meetings
- Office open/close procedures
- Evacuation procedures/emergency contact plan

**Month One**

**Confirm Completion of Employee Self-Service**

Ensure that your new temp has reviewed/updated their personal information in Employee Self-Service.