DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System

Onboarding Supervisor Checklist

Prior to Hire

- Ensure your new employee's Hire process is approved in Workday (check with your Employment Coordinator or Human Resources).
- Ensure your schedule allows you to be present on the employee's first day.
- Prepare the employee's workspace with appropriate needs, i.e. furniture, computer, phone, mailbox, email, and a place to store or lock their valuables and supplies.
- Contact the IT Service Desk for assistance with computer/equipment order (if applicable):
    - - https://services.uada.edu
- Notify other staff of the new employee's hire date.
- Provide specific instructions to the new employee regarding where to park and when/where to report on their first day.

1st Day

- Give a warm welcome and discuss the plan for the first day.
- Work with your onboarding partner and new employee to ensure that Section 1 of the I-9 task is completed in Workday.
- Introduce the employee to co-workers and any individual or mentor that may be involved in on-the-job training.
- If you are not able to be present on your employee's first day, then plan accordingly and appoint a representative in your department to work with the employee.
- Show the employee their workspace, where to store personal belongings, location of restrooms, water fountain, vending machines, parking areas and entrances, fire exits and disaster response plans, bulletin boards, supplies, applicable office equipment, break areas, or any additional areas that are relevant to the position.
- Discuss office hours including break and meal periods, dress code, pay dates and procedures, flextime and telecommuting policies, compensatory time/overtime (if applicable), leave balances and accrual schedule, office closings, holidays, etc.
- Request an ID badge (if applicable).
- Request office and building keys (if applicable).
    - AES – Contact appropriate key office/contact
    - CES – (LRSO only) Email facilityrequest@uada.edu for a physical key.
- Request parking permit/tag (if applicable).

- Ensure your employee is able to gain access to Workday
- For questions or issues logging in, submit a ticket at services.uada.edu or by emailing tickets@uada.edu
- Arrange to meet the new employee at the end of the day to answer any questions.

1st Week

- Introduce your employee to the Division Employee website for travel, reimbursement, subject matter, personnel and policy information.
- Order purchasing and travel cards (if applicable).
- Order business cards (if applicable); Submit Business Card Order Form.
  (All employees can have a business card if desired.)
- Explain work telephone usage and voice mail; provide information about cell phone reimbursement policy (if applicable).
- Explain your department's mail system (receiving/outgoing) USPS, FedEx, UPS, etc. (if applicable).
- Ensure your employee has completed their onboarding tasks in Workday including tax forms, payment elections, benefits elections, vehicle safety (if applicable), etc.
- For research faculty hires, ensure that the new faculty member contacts the REEPORT Coordinator https://aaes.uada.edu/reeport-projects/

1st Month

- Ensure your employee has completed any applicable benefits elections in Workday within 31 days of their hire date. Contact yourbenefits@uada.edu with any questions regarding benefits.
- Ensure the employee has completed all assigned Workday Learning training including Mandatory Employee Training within the first 30 days of employment.
- Familiarize the employee with the Division Policy Guide and where to find it on the web site.
- Introduce the employee to any external contact that may be necessary for them to function effectively. This may include potential collaborators outside of the department, public officials, key stakeholders, various committee members, etc...
- Access the employee's job description in Workday using the RPT – Job Responsibilities report. Ensure the job description is complete and accurate prior to discussing with the employee. If edits are needed, use the Edit Position Restrictions task in Workday. Go over the job responsibilities with the employee, as those will flow through to the evaluation process.
- Faculty will need access to the appropriate tool for their Faculty Service Review (FSR) document.
- Provide a brief overview of your unit's relationship to other units within the Division including your department's reporting structure.
- Discuss required program planning and reports (if applicable).
- Describe professional development opportunities (both internal and external).
- Review any applicable legal aspects of the employee's role in the Division, i.e. Freedom of Information, HIPPA, FERPA, youth protection, mandated reporter, and Code of Ethics policies.
- Discuss membership in any applicable internal and external professional associations.

1st 3 Months

- Discuss the employee's evaluation criteria including goals, self-evaluation, core competencies, and the timeline for evaluations each year. Goals can be established in Workday using the Set Individual Goals task. Both goals and core competencies will be included in the employee's evaluation (excluding Agents, Grad Assistants, and Faculty) each year. Information on goals and core competencies can be found on HR's Performance Evaluations page.
- Encourage the employee to ask questions regarding their position, the organization, etc.
- Identify any areas that might hinder the employee from learning or understanding their job.
- Identify opportunities for new or refreshed training opportunities based on the employee's progression.
- Assess growth/comfort in their role and offer feedback and/or suggestions (If applicable).
- Review the job description to see if there are any changes from the time of hire and use Edit Position Restrictions task in Workday if there are.