



New Staff Employee Onboarding Checklist - Internal Departments

Customize new employee onboarding checklist to fit your needs

	What	Who	When	How
	Offer letter created and sent to new employee	HR through EngageSU	After verbal offer is accepted	HR creates the offer letter after verbal offer is accepted and background check completed. Sends to CAS budget manager for approval, and to new employee once approved.
	Assign SU ID#, request username and e-mail account	HR	Prior to start date	HR will submit an online email request. IT will then email the manager and Academic Program Manager with the username when it is created.
	Update Colleague with position/supervisor/direct report information.	HR	Prior to start date	HR will update colleague with position/supervisor/direct report information.
	Assign training in EngageSU: FERPA Data Privacy Prevent Harassment & Discrimination	HR	Prior to start date	HR will email APM and supervisor to let them know the new employee can complete this training the first day.
	Assign CLSS training/Request CLSS Access	Academic Program Manager	Prior to start date	Training and access can be assigned once email address is set up. Contact regscheduler@seattleu.edu for access, include new employee email address/userID
	Set up training meeting to go over CLSS access and any concerns	Academic Program Manager	1 st day/1 st week	



New Staff Employee Onboarding Checklist – Supervisor

Customize new employee onboarding checklist to fit your needs

	What	Who	When	How
	Inform HR of offer acceptance	Supervisor	After verbal offer is accepted	HR will generate an offer letter in EngageSU, and inform other candidates that were interviewed in person that the position is filled
	Close out requisition in EngageSU	Supervisor / Hiring Manager	After written offer is accepted and background check is passed	There are instructions in EngageSU on how to close out/disposition candidates in the “SU Careers Quick Guide”
	Call to officially welcome the new employee to SU	Supervisor	After written offer is accepted	Review start time and directions to campus. Inform new hire that on their 1 st day they need to bring two forms of ID (ie license, social security card, passport) for employment verification and direct deposit information (ie voided check)
	Create a schedule for the new employee	Supervisor	Prior to start date	A schedule for a new employee should include meeting coworkers and other important colleagues, and having structure for the first week of work.
	Order office keys	Department or Supervisor	Prior to start date	Online Key Order Form
	Order business cards (Dependent on position)	Department or Supervisor	2-3 days before start date	Contact Reprographics
	Grant T:Drive Access	Department or Supervisor	2-3 days before start date	T:Drive manager sends email to the HelpDesk x5571
	Grant MPS (Managed Print Services) Access	Department or Supervisor	2-3 days before start date	Managed Print Services Instructions Contact the HelpDesk x5571
	Request InformSU Access, budget training, etc., (if needed)	Department	1st day-week, after FERPA training	Contact College Budget Manager
	Request Datatel permissions (if needed)	Department	1st week, after FERPA training	https://www.seattleu.edu/its/forms-and-requests/colleague-access/ Data Steward Lindy Hall
	Obtain telephone pass code	Department	1st day	Contact the HelpDesk x5571

	What	Who	When	How
	Review work schedule, dress code, etc.	Supervisor	1st day -week	Review work schedule, dress code, etc. specific to department
	Review time sheets and procedures for taking time off	Supervisor	1st day-week	Review how to fill out and submit time sheets and how to submit leave reports for exempt staff. More information found on the Controller's website (x5880).
	Review job description and expectations of the position	Supervisor	1st week	Give a copy of the description to employee
	Review any department or position safety training needed	Supervisor	1st week	
	Distribute keys, codes, etc.	Supervisor	1st day	
	Introduce to coworkers, office space and use of equipment	Supervisor	1st day	
	Campus tour	Supervisor/ Coworkers	1st week	
	Provide a technical orientation	Department	1st week	Items to include: using the shared drive, e-mail, scheduling, personal drive
	Review university & department policies	Supervisor	1st week	Substance Abuse Policies & Prevention Program and location of University Policies: https://www.seattleu.edu//policies/
	Arrange a welcome lunch	Supervisor	1st week	
	Introduce new employee to colleagues outside department	Supervisor/ Coworkers	Within 1-2 weeks	
	Confirm completion of Online Training	Supervisor	Within 1-2 weeks	FERPA, Data Privacy, Harassment & Discrimination. May also include RevSU training: CLSS, ProcureSU, InformSU



New Staff Employee Onboarding Checklist - Employee

	What	Who	When	How
	Meet with HR	Employee	1 st day, 9:00 am	Employee reports to HR, Rianna Building at 9:00 am on his/ her start day to complete new hire paperwork for 30 minutes and receive information about orientation and other items (ORCA, campus card) Contact x5870 to arrange an alternate time if necessary.
	Meet with Department Supervisor	Employee	1 st day	Review job description, expectations, work schedule, dress code, time sheets, etc.
	Complete FERPA Training	Employee	Within 14 days	Training link will be emailed to the employee. Please contact x5870 or hrtraining@seattleu.edu if this is not received within a week of start date.
	Complete Data Privacy Training	Employee	Within 14 days	Training link will be emailed to the employee. Please contact x5870 or hrtraining@seattleu.edu if this is not received within a week of start date.
	Complete Prevent Harassment & Discrimination	Employee	Within 30 days	Training link will be emailed to the employee. Please contact x5870 or hrtraining@seattleu.edu if this is not received within a week of start date.
	Complete CLSS Training	Employee	1 st week, after FERPA training	Training link will be emailed to the employee. Please contact x5987 or ferrinl@seattleu.edu if this is not received within a week of start date.
	Sign up for ProcureSU, InformSU training if needed	Employee	Within 14 days	Contact College Budget Manager
	Obtain CampusCard	Employee	1 st week	SuperCopy in Pavilion 010. You will need valid photo ID (a current passport, state issued ID, unexpired drivers' license, or military ID). Other forms of ID may be accepted, call ahead to find out. Come prepared to take a photo. It only takes 15 seconds to print out your ID card, so you'll leave with your card that day.

	What	Who	When	How
	Obtain parking permit or ORCA transit pass	Employee	1st day-week	<p>Parking: HR will send directions to employee via e-mail and provide a contact in Public Safety if any questions arise.</p> <p>Transit Pass: Employee will complete paperwork with HR and obtain pass at Public Safety.</p> <p>Employee can enroll or change options later.</p>
	Employee attends a new employee orientation with other new staff	Employee/ HR	Within 1-2 weeks	HR schedules this program with the employee on his/ her first day of work. 1 st or 3 rd Wed of the month, 8am-1pm