Onboarding checklist

Office of Human Resources onboarding checklist

<table>
<thead>
<tr>
<th>Employee name</th>
<th></th>
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<tbody>
<tr>
<td>OHR department</td>
<td></td>
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<tr>
<td>First day of the assignment</td>
<td></td>
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<tr>
<td>Assignment Duration</td>
<td></td>
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<tr>
<td>Workspace</td>
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<tr>
<td>ASURITE</td>
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<tr>
<td>Affiliate ID</td>
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<tr>
<td>Badge No. — see the numbers on the back lower right side of the Sun Card</td>
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**Hiring manager responsibilities**

1. Explain the new hire packet.
   a. Ensure the employee completes the I-9 and provides identification.
   b. Fill out the forms in the packet.
   c. Provide the employee with directions to University Center A to turn in the packet.
2. Inform the employee that they will receive an email to set up their ASURITE login credentials. This step is only for external hires.
3. Request a temporary parking permit through the department HR representative.
4. Complete the out-of-state approval form if applicable.
5. Complete the Federal Work-Study list if the employee is a student worker.

**Supervisor responsibilities**

1. Inform the Office Manager of computing requirements. Check all that are needed:
   - [ ] Dock.
   - [ ] Laptop.
   - [ ] Keyboard and mouse.
   - [ ] Two Monitors.
2. Request position-specific access, such as Workday, Peoplesoft, etc.
3. Inform the Office Manager to add the following:
   - [ ] Dl.org.HR.
   - [ ] Dl.org.HR.Benefits.
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4. Inform OHR about the new employee and start date.
5. Schedule the new employee orientation and a team meet and greet.
6. Discuss flexible work arrangements.

**Business and Finance Information Technology responsibilities**

BFIT will be onsite and available to assist the new employee with the following:

- Adding the employee to shared folders, drives, etc.
- My ASU.
- Outlook.
- Slack.
- Zoom.

**Office Manager responsibilities**

- Add to distribution lists.
- Add to the organizational chart.
- Ask the employee to upload a picture to iSearch and generate an email signature.
- Coordinate a computer purchase with BFIT.
- Coordinate building access — order a key, if the employee needs access to an office.
- Discuss the fire warden list, evacuation procedure and Continuity of Operations Plan.
- Give a welcome kit to the supervisor.
- Order the cubicle name.
- Prepare the workspace — order supplies and desk equipment.
- Send the employee’s name to the department HR celebration and recognition committee.