

UNT Supervisor Onboarding Checklist

New Employee Information	
Name:	Start Date:
Position:	Supervisor:
EUID:	EMPLID:
<input type="checkbox"/> Pre-Arrival Procedures- Preparing the New Employee	
Call or email your new team member to officially welcome and answer any questions regarding employment. Cover the following topics:	
o Notify team member of regular working hours and where to arrive on the first day.	
o Confirm the location/address of where the department is located and where to park.	Map
o Inform new team member of any dress code requirements.	
o Inform new team member of lunch plans for first day as applicable.	Consider taking your new hire to lunch to begin to get to know him/her.
o Verify that the new team member has received onboarding instructions and remind to complete prior to first day of work	
o Remind team member to bring documents needed to complete new hire paperwork.	I-9 Accepted Documents
o Gather job description, job manuals or SOPs, org charts, pertinent contacts and phone numbers.	
o If workplace accommodations have been requested.....	Contact HR at 940-565-2281, ADA Accommodations
<input type="checkbox"/> Pre-Arrival Activities- Preparing the Current Team for a cohesive team	
o Communicate via e-mail (or other means) to team to introduce new team member.	
o Setup introduction appointments for first week.	Print employee's checklist and list of appointments.
o Consider assigning a buddy.	
o Gather documents that communicate the team's goals, strategic plans, priorities and initiatives.	
<input type="checkbox"/> Pre-Arrival Activities- Preparing the Office	
o Prepare office for new team member	Order needed furniture, clean or rearrange if necessary.
o Phone	Be sure phone is connected and assigned to new team member. Leave voicemail instructions for phone on desk.
o Computer	For computer installation or hardware/software enter a ticket.
o Access to work related programs	Ensure employee has the access they need to do their job through your local IT group
o Order name plate and/or office sign as applicable	Confirm name/credentials the new team member would like included.
o Order Business cards as applicable	Order business cards from Printing and Distribution Solutions
o Supplies	Order basic supplies and put on desk
<input type="checkbox"/> 1 st Day	

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<ul style="list-style-type: none"> o Welcome the new team member on the first day or arrange for someone to handle in your absence 	
<ul style="list-style-type: none"> o Ensure employee completes I-9 on day one (cannot exceed 3 days after the date of hire) 	Typically an admin in each department completes I-9 and EVerify for employees. Your employee should complete this step on day one, but cannot complete it later than 3 days after date of hire to be in compliance with Federal Law. Ask daily about documents if not complete on day one. Contact HR immediately at Ext# 2281 or AskHR@untsystem.edu if you need assistance with processing a staff or faculty I-9, or if appropriate documents are not provided by day 3. Contact the Career Center at Ext# 2105 if you need assistance with processing a student employee's I-9.
<ul style="list-style-type: none"> o Submit E-Par 	Prepare ePAR once the new team member has verified their I-9 documents. Complete as soon as possible.
<ul style="list-style-type: none"> o Arrange for someone to assist the team member with arrival procedures. 	
<ul style="list-style-type: none"> o Arrange for someone to take the team member to lunch on the first day if you are not available. 	
<ul style="list-style-type: none"> o Advise new team member on procedures to receive UNT ID badge 	ID Card Policy (10.030) Go to ID systems 1 st floor of Eagle Student Services Center, ESSC, (near cashier) in Room 105.
<ul style="list-style-type: none"> o Provide Job Description and job manuals 	Review job description and departmental manuals with new team member.
<ul style="list-style-type: none"> o Review Policies & Procedures 	Review institutional policies . And ask the employee to go through all relevant policies to ensure knowledge and compliance.
<ul style="list-style-type: none"> o Provide department org chart, phone listing for college or department and other pertinent contacts 	Review with new team member
<ul style="list-style-type: none"> o Time Record & Application for approval of leave (vacation, sick leave, other) 	Review leave policies and departmental process for reporting time & leave.
<ul style="list-style-type: none"> o Printer/Copier/Scanner 	Provide locations and required codes for each.
<ul style="list-style-type: none"> o Shared Drives/File Structure, Wireless access, website overview 	Provide information on departmental usage.
<ul style="list-style-type: none"> o Computer & Software Support 	Let new employee know who to contact with computer issues. Submit a ticket for IT issues or select UNT IT Help Desk
<ul style="list-style-type: none"> o Remind new team member of required trainings and other needed trainings 	New Supervisors, Managers and Directors can apply for the New Supervisors Orientation (NSO) program. Additional trainings can be found through UNT World Learning .
<ul style="list-style-type: none"> o Keys 	Submit Key Request Form if the employee will need keys. Have employee pick up keys if needed in Sycamore Hall, Suite 006 (lower level at the back of the building)
<ul style="list-style-type: none"> o Driver Request Form 	Have employee fill out Driver Request Form if they will be driving a University Vehicle.
<ul style="list-style-type: none"> o Provide link to onboarding resources 	Review onboarding resources on UNT System HR website

Additional Resources

UNT Business Service Center 940-369-5500 (Payroll, Travel, Purchasing)

[Human Resources](#)

[Campus HR](#) 940-565-2281 or AskHR@untsystem.edu

[UNT Police](#) – 940-565-3000

[UNT Parking and Transportation](#) – permit information, fees, maps