



ONBOARDING: New Employee WEEK 1 Checklist for new hire

In addition to the 1st Day Events, we offer the following checklist of items to help you continue the onboarding process with your new employee during their 1st week on the job.

GENERAL DEPARTMENT PROCEDURES AND EXPECTATIONS	
Discuss dress guidelines. In Business Affairs Canvas link at Dress Guidelines at WNMU	<input type="checkbox"/>
Review department standards regarding visitors, personal phone calls, copies, faxes, etc.	<input type="checkbox"/>
Discuss service excellence, customer service standards/expectations and phone etiquette. In Business Affairs Canvas link at WNMU Service Excellence Strategy & Standards Discuss Compliance & Diversity Training requirements (Harassment in the Workplace) and completion requirements as part of their 30 day onboarding.	<input type="checkbox"/>
Discuss work schedule, standing meetings/appointments, how leave requests should be made, overtime approval, and lunch/breaks.	<input type="checkbox"/>
Discuss how employee submits their leave request and payroll time sheets: <ul style="list-style-type: none"> • Leave Requests: https://mycampus.wnmu.edu/group/mycampus/employee • Payroll time sheets: https://businessaffairs.wnmu.edu/payroll/ 	<input type="checkbox"/>
Discuss WNMU's Payroll Schedule	<input type="checkbox"/>
Review Job Description and expectations.	<input type="checkbox"/>
Provide department org chart and/or provide department staff list with telephone numbers.	<input type="checkbox"/>
Make sure employee is aware of the New Employee Orientation. The session provides essential information about the University , key process details for their onboarding requirements and training, and an introduction to our Culture of Service Excellence. Times and dates differ each month.	<input type="checkbox"/>
EQUIPMENT AND SUPPLIES	
Review computer logon/logoff and locking procedures, password changing and confidentiality, automatic updates and department technical support/security requirements.	<input type="checkbox"/>
Review phone equipment and system (i.e. calling on campus, calling off-campus, and voicemail setup) as well as online phonebook. https://directory.wnmu.edu/personnel/	<input type="checkbox"/>
Show where to get or how to requisition supplies and equipment; include information on approval necessary for placing orders. Bank of America P Card or Purchase Requisitions	<input type="checkbox"/>
OFFICE SAFETY	
Review Department Emergency Action Plan and department specific safety, security, and housekeeping procedures.	<input type="checkbox"/>
Others? Please review or discuss any other items required by your department.	

Department of Professional Development

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