

# Onboarding Checklist

## Columbia Law School's Supervisor Checklist for Orienting New Hires

**Employee Name:**

**Job Title:**

**Department:**

**Start Date:**

**Supervisor:**

**Onboarding Buddy:**

### One week before start date

- Contact the new employee via email and welcome him/her to the department and confirm first day logistics with the new employee.
- Send an email to the department, and others with whom the new employee will work closely, announcing the new hire and his/her start date.
- Create an informal schedule for the new employee's first day.
- Assign an onboarding "buddy" who will be assist the new hire with a variety of onboarding matter (taking the employee to Human Resources, the I-9and ID Center, etc.)
- Obtain Columbia Law School welcome guides and gift from Human Resources Office.
- Order and/or procure any necessary equipment or supplies (e.g., computer, monitor, software license, etc.) that the new employee will need to perform his or her job duties.

### One day before start date

- Make sure that the work space is clean and organized, and includes basic office supplies (e.g. pens, notepads, stapler, highlighters, etc).
- Schedule an orientation session with the IT Helpdesk for the employee's first day.
- Place welcome guide and gift on the employee's desk.

### Employee's first day

- Show new employee to their workspace and provide keys (e.g. to office/storage cabinets). Provide welcome guides and gift.
- Provide new employee with his or her schedule for the coming week.
- Introduce new employee to his or her onboarding "buddy" and other co-workers.
- Buddy to show new employee around the Law School (e.g. restrooms, kitchen, printers/copiers, supplies, mailboxes, emergency exits, etc.) and campus.
- Buddy to explain telephone procedures, help set up email signature, etc.
- Introduce new employee to his or her contact person on the Human Resources team.
- Provide overview of the departments at the Law School, and provide a list of key people and their contact information.
- Have the employee sign up for the emergency text message notification system.
- Orient new hire to relevant public safety protocols for their workstation and office building.

### First week

- Meet with new employee to review policies and procedures (e.g., attendance and punctuality, dress code, lunch breaks, overtime, timesheets, time off, etc).
- Review job description and expectations with new employee. Define roles and responsibilities.
- Provide department organization chart and arrange for meetings with relevant people.
- Arrange a team gathering to welcome the new employee (i.e., breakfast, lunch).

### End of second week

- Check in with employee regarding any issues or concerns, access needed, etc.