



Supervisor Onboarding Checklist

BEFORE EMPLOYEE STARTS:

- Send signed Offer Letter to Onboarding-HR@uvm.edu
- Edit and send Welcome Letter to employee
- Request Tech Equipment (if applicable)
- Telework Agreement (if applicable)
- Set up Adobe Reader for employee (if applicable)
- Invite employee to shared calendars and set up viewing rights
- Review how to approve timecards
- Assign department specific trainings
- Collect signed Confidentiality Agreement from employee (if applicable)
- Set up working space, including computer, phone, email, applicable software, etc.
- Request building access for employee

ON EMPLOYEE'S FIRST DAY:

- Introduce employee to the team members.
- Give an office, building, and campus tour. Explain food, water, office supplies, etc.
- Review schedule, timesheet, and clock-in/clock-out expectations (if applicable)
- Review phone, voicemail, email, and DUO
- Review dress code

After employee starts:

- Review job description and expectations
- Review training schedule with employee
- Remind employee to complete "New Employee 2-Week Survey"
- Encourage employee to take a campus tour led by an AdvoCat. The tour schedule can be found at www.uvm.edu/visit. Reach out to Sarah.Fornaby@uvm.edu to confirm a spot
- Remind employee of resource links outlined in the New Employee Orientation PowerPoint presentation
- Set up correct employee access level to PeopleAdmin and PeopleSoft (if applicable)
- Set up accounts with external vendors (if applicable)
- Set up PurCard (if applicable)

Trainings:

- a. Safety Training
- b. Compliance
- c. Data Privacy
- d. Harassment & Discrimination
- e. Affirmative Recruiting
- f. HR101 - Supervisor Training
- g. UVM Reporter Training
- h. Job-Specific Trainings

