Onboarding

You have just hired the right person for the position and we know that you want to ensure the individual's successful adjustment to your department and to Boston College is seemless. This checklist reviews important information so that new employees feel welcome and an important part of the BC community.

Prior to New Team Member's First Day

- Contact and welcome the new employee after his/her official acceptance of the job offer
  - Review orientation schedule
  - Confirm start date/time location and who will greet them on their first day
  - Confirm what name the new employee wants to be known as
  - Review parking for your area
  - Suggested office attire
  - Ask if there is anything they need in preparation for their first day
- Prepare the desk space, clean surfaces, check and stock supplies
- Assign Onboarding Peer to assist the new employee during their first few weeks
- Identify all processes and systems that the new employee will be using regularly and request the appropriate access
- Send internal email introducing the new employee to the department with the start date (cc the new employee)
- Notify TC of start date for new employee and schedule a time for orientation to IT systems
- Be available or arrange for someone to greet the new employee at the end of orientation or in the office

New Team Member's First Week

- Ensure all necessary paperwork has been completed and confirm where to go for their Eagle ID and parking permit
- Introduce new employee to the department or their Onboarding Peer who can help with introductions and a tour of the office area
- Arrange orientation with TC to review computer log-in, phone, printers, calendars, drives and email or make arrangement for other assistance
- Review building use (security/hours) and access (keys/codes). To provide building access, contact the department administrator requesting the new employee be added to Campus Groups.
- Review Agora portal and privacy preferences
- Review BC 101 schedule and encourage new employee to register
- Request Purchasing and Travel cards as needed and arrange for training
- Review department/division organizational chart
- Order business cards
- Review job description with the employee and prepare a meaningful first assignment

During First Three Months

- Continue to review role, responsibilities and expectations
- Explain Boston College's performance appraisal process
- Discuss goals for the individual and review departmental goals
- Set up meet and greet with key contacts
- Schedule routine check-ins
- Review University and Departmental policies including work schedule and vacation policy
- Check in with Onboarding Peer to see how things are going for the new employee
- Ask about learning needs, and recommend development opportunities, and create plan to support job specific training needs
- If new employee supervises others, ensure she or he is regularly meeting with staff one-on-one or as a group
- Discuss new employee's initial experiences and whether they are matching his or her expectations
- Identify and address any concerns the employee may have
- Ensure completion of required training
- Encourage and support employee's attendance at the New Employee Luncheon sponsored by Human Resources
- Encourage and support employee's attendance at the appropriate Employee Development and Office for Institutional Diversity programming