

# ONBOARDING CHECKLIST FOR SUPERVISORS

## A. BEFORE EMPLOYEE STARTS WORK

- Submit the Onboarding Grover once you have received approval from LHR. This must be done no later than 5 days before the employees' start date.
- Plan how you will welcome the new employee. Consider assigning a co-worker to help them find their around and answer questions. Arrange for someone to join the employee for lunch on the first day.
- Prepare the employee's work area: basic desk supplies and computer needs.
- Inform the employee of where and when to report on the first day. Provide an overview of the first day and a schedule for the first week so they know what to expect.

## B. DURING FIRST WEEK

- Show the employee locations of restrooms, break areas, refrigerator, first aid, supplies, emergency exits, and employee entrances and provide a general tour, introducing to colleagues.
- Allow time for employee to organize work area, read orientation materials, etc.
- Give the employee a copy of job description and review performance expectations. Explain the mission of the department and why the employee's job is important. If applicable, explain the schedule of regular meetings they will be expected to attend and make sure these are on their calendar.
- Show employee how to enter time in my.ufl.edu.
- Discuss departmental work hours, lunch and break time schedule. Share information on UF Holidays.
- Discuss departmental procedures on how and to whom to report absences, tardiness, illnesses, vacation, and emergencies. Review departmental attendance policies such as how far in advance to request vacation leave.
- Will the employee need business cards? Contact Bill Hanssen in Facilities (273-2575).
- Check in frequently and be available.

## C. WITHIN THE FIRST MONTH

- Check in to ensure the employee is completing required trainings. Required trainings vary by position, however, there are some core required trainings. UF will send automated email reminders to the employee for core required trainings.
- Make sure employee has attended the Libraries' Orientation (offered monthly) and the UFHR Benefits Training (offered biweekly).
- Encourage employee to participate in library training programs as appropriate.

## D. ADDITIONAL PROCEDURES FOR NEW FACULTY

- Review Faculty Mentoring Program with the new faculty member and discuss possible mentors within the first 3-6 months. Information about faculty mentoring can be found in the Libraries Faculty Guidelines, section V.C., page 35.
- Explain shared governance and the Library Faculty Assembly (LFA) and encourage them to participate.