

Onboarding Checklist: Hiring Supervisors



Before Day 1 ...

Do This ...	Learn More ...
Confirm background and drug screening clearances	<ul style="list-style-type: none"> ▪ New hire cannot start until both screens cleared. ▪ Obtain artifacts from vendor and file for compliance and audit purposes. ▪ Waivers not allowed.
Obtain login ID	<ul style="list-style-type: none"> ▪ Order through Procurement.
Order hardware and software	<ul style="list-style-type: none"> ▪ Order through Procurement. ▪ Shopping list: <ul style="list-style-type: none"> – New or redeployed laptop – Standard software – Job-specific software
Order cell phone	<ul style="list-style-type: none"> ▪ Learn about plans and who is eligible. ▪ Order through Procurement.
Set up time tracking	<ul style="list-style-type: none"> ▪ View the Time Tracking Hub to access the resources to set up new hire for your team’s projects.
Set up workspace	<ul style="list-style-type: none"> ▪ Request phone extension by contacting office’s facility manager. ▪ Reserve a desk for the first two weeks using Seat Space.



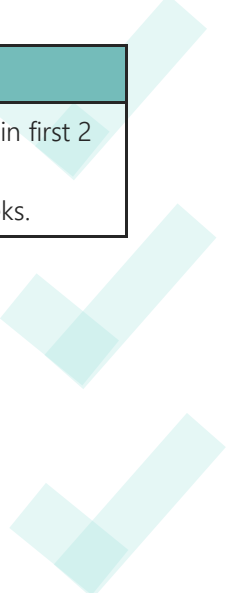
On Day 1 ...

Do This ...	Learn More ...
Obtain signed non-disclosure agreement	<ul style="list-style-type: none">▪ <u>Get the form.</u>▪ Keep a copy for compliance and audit purposes.
Provide or ensure essentials received by new hire	<ul style="list-style-type: none">▪ Laptop.▪ Cell phone.▪ Desk location and phone extension.
Introduce new hire to team	<ul style="list-style-type: none">▪ Email?▪ Yammer post?▪ Encourage team members to set up one-on-one meetings?
Update team lists	<ul style="list-style-type: none">▪ Email distribution lists.▪ Yammer groups.
Obtain badge	<ul style="list-style-type: none">▪ Issued at security desk 10 AM–2 PM Monday through Friday.▪ Contractors must renew every 90 days.



After Day 1 ...

Do This ...	Learn More ...
Confirm new hire completed policies and training	<ul style="list-style-type: none">▪ Information Technology use policy read and signed within first 2 weeks.▪ Security Awareness training completed within first 2 weeks.



Onboarding Checklist: New Hires



In your first week ...

Do This ...	Learn More ...
Make sure you've got your hardware and software	<ul style="list-style-type: none"> ▪ Login ID. ▪ Computer with standard and any job-specific software. ▪ Cell phone. ▪ Any missing items? Contact your hiring supervisor.
Get started with technology	<ul style="list-style-type: none"> ▪ Check out the resources in Getting Started with Technology. ▪ Information Technology Use policy and Security Awareness training must be completed in first 2 weeks.
Learn how to track your time	<ul style="list-style-type: none"> ▪ View Get Started with Time Tracking. ▪ Get correct project codes from your hiring supervisor.
Set up your desk	<ul style="list-style-type: none"> ▪ Desk location and phone extension provided by hiring supervisor. ▪ Hiring supervisor reserves desk for weeks 1–2. You're responsible for reserving going forward using Seat Space.
Get your badge	<ul style="list-style-type: none"> ▪ Issued at security desk 10 AM–2 PM Monday through Friday. ▪ Contractors must renew every 90 days.

As you settle in ...

Do This ...	Learn More ...
Check out the resources on the New Hire Orientation page	<p>You'll find information on:</p> <ul style="list-style-type: none"> ▪ Training ▪ Technical assistance ▪ Wireless/cell phones ▪ Standard and custom software ▪ Working in the office ▪ Travel and expense reporting