**First Few Weeks Checklist**

By now, your new employee should be settling into their role and building relationships with their team. The following checklist will help you take their onboarding to the next level by establishing priorities and goals for their role and helping the employee identify professional and career development opportunities they may be interested in.

***Workplace Information:***

**Functions**

* Provide information and instructions on office supplies and equipment.
* Provide safety and emergency information and share how to report hazards where applicable.
* If needed for the position, provide budget, finance, and purchasing procedures including policies and rules for use and information on training.
* Add regular team meetings and other events to the employee’s calendar and provide information on meeting purpose, attendees, what to expect and the employee’s role. Debrief with employee following these experiences to answer questions and provide additional information.
* Train new employee on use of timesheets and requesting time off. Explain pay schedule and direct deposit.
* Ensure that new employee completes the required Compliance Training modules that will be emailed to them once they start (due within the first 30 days of start date).

**Culture**

* Share unwritten rules, nuances, and traditions with employee such as casual days, spirit days, etc.
* Discuss your management style and the organization’s culture and strategic initiatives, including our mission and vision.
* Consider developing a glossary of terms and acronyms as a reference guide that is applicable to their position.

**Role**

* Set your new employee up for success by assigning something they can accomplish relatively quickly and easily help build an initial sense of contribution and success.
* Set priorities for the new employee and discuss what is important to achieving overall objectives. This will help the new employee prioritize tasks since they are new to the organization.
* Introduce the employee to partners external to the university with whom they will interact regularly.

***Career Information:***

**Career Development**

* Work with your new employee to develop their performance program by determining mutual performance standards by reviewing position responsibilities, setting performance expectations, and success measures expectations.
* Identify training resources and opportunities for the employee and set a realistic plan of action.
* Introduce the employee to resources such as the professional development workshops and educational benefits through their specific union.

**Connect With Big Picture**

* Review your organizational chart and explain how the individual’s work connects to SUNY Oswego’s mission. The broader picture will help link their efforts to larger goals and avoid looking at a single set of tasks.

**Other**

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