The UGA Student Affairs Onboarding Checklist is intended to provide all new employees in the division with a common division-level onboarding experience. Supervisors are expected to utilize the checklist to support new employee onboarding. Visit the Supervisor Onboarding Toolkit webpage (https://studentaffairs.uga.edu/vp/onboarding_toolkit/new-staff-onboarding) for additional details and points of consideration.

*The UGA Student Affairs Onboarding Checklist is not exhaustive. Supervisors should work with their Student Affairs Human Resources Coordinator to identify institutional requirements for department-specific hiring and onboarding expectations. Additionally, new employees must complete requirements contained in the UGA Onboarding System.

<table>
<thead>
<tr>
<th>New Employee Name</th>
<th>New Employee Title</th>
<th>New Employee Start Date</th>
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<table>
<thead>
<tr>
<th>Supervisor Name</th>
<th>Supervisor Title</th>
<th>Department</th>
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**Pre-Arrival**

- Obtain any necessary pre-start paperwork
- Request the new employee’s MyID
- Announce the new employee’s hire and start date
- Communicate helpful information about UGA and Athens
- Obtain appropriate levels of access to facilities and systems
- Obtain the UGA Student Affairs Welcome Packet
- Prepare the employee’s work environment
- Prepare a schedule for the employee’s first days/weeks
- Communicate first-day information
### Day One
- Deliver UGA Student Affairs Welcome Packet
- Deliver personalized welcome notes
- Facilitate a tour of the work place
- Review building emergency action plans
- Provide helpful campus information and instructions
- Discuss work particulars
- Debrief the day and prepare for day two

### Day Two
- Share the annual performance review process and clarify work performance standards
- Review policies of particular relevance to the department and/or position
- Discuss workflow functionality
- Discuss the supervisory relationship and mutual expectations

### Day Three
- Share a brief history of the department and its philosophical foundations
- Review the department and UGA Student Affairs organization charts
- Share department/area norms

### Day Five
- Help the new employee connect their role to the missions of the department and the division
- Establish a list of people for the new employee to meet
- Debrief the week

### The First Six Months
- Facilitate initial and ongoing training
- Provide opportunities for mutual reflection
  - 3-month reflection
  - 6-month reflection

Obtain signatures of supervisor and employee upon completion of all checklist items. The signed copy should be retained in the employee’s personnel file.

| Supervisor Signature: ___________________________ | Date: ________________ |
| Employee Signature: ___________________________ | Date: ________________ |