UNIVERSITY OF GEORGIA
Student Affairs

UGA STUDENT AFFAIRS ONBOARDING CHECKLIST

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/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.

New Employee Name	New Employee Title	New Employee Start Date
Supervisor Name	**Supervisor Title**	**Department**

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: _____