

New Hire Checklist for Supervisors/Managers

After Candidate Has Officially Accepted the Job Offer

- For Academic Professional and Faculty Hires: initiate the UI New Hire transaction in [HR Front End](#). Human Resources will initiate UI New Hire transactions for Civil Service and Extra Help employees.
- Make sure pre-employment screenings have been initiated.

Prior To The First Day of Work

- Communicate the impending arrival of your new employee to unit staff and campus, if applicable.
- Send your new hire a “New Employee Information” email which contains information the new hire will need to know as they begin employment with UIS. In this email, you will want to advise them of where and when to report, as well as dress code and [parking](#).
- Required UI New Hire forms should be completed on or before the employee’s first day of work. Encourage the new employee to complete as many of these forms as possible prior to their start date. Benefit forms are addressed in the “First Day” section below.
- Order supplies for your new employee, including (but not limited to):
 - Business cards, Name Tags, etc., if needed. Contact [Campus Services](#)
 - Computer and phone, if needed. Contact [ITS](#)
- Organize your new employee’s office space and update any resources that may be helpful to introduce your new hire to their new surroundings, including office staff directory, information/office policies, and procedures/organization charts/etc. Prepare a list of contact information for your new employee, such as:
 - Names of all departmental staff, their job titles, primary job duties, and contact information.
 - Other staff members with whom the new employee will be working closely.
- Prepare a training and orientation plan for your new employee, including scheduling any training needed both internal and external to the department. Please note that AITS Security permissions typically take one to three business days for processing. Contact your USC (Unit Security contact) for assistance.
- Plan for your new employee to attend the Benefits Orientation (held on Mondays) and HR New Employee Orientation (held first Wednesday of every month).

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On the Employee's First Work Day

- Greet the new employee and show them to their workspace.
 - Introduce them to all coworkers and provide the prepared contact list.
 - Provide employee with a tour of the department including any critical areas such as time clock, mailboxes, break area, restrooms, office supplies, copier, fax, etc.
- If the new employee has not yet done so, have them visit Human Resources to complete the Form I-9 Employment Eligibility Verification. The employee should also be advised to complete any remaining UI New Hire forms.
- Inform employee that benefits become effective on the first day of work and there is a 30-day enrollment period from the date of hire. The benefits will be covered in detail during the Benefits orientation, hosted every Monday. Refer employee to University Payroll and Benefits (UPB) for more information at (217) 206-7144.
- Accompany the new employee on a tour of campus to:
 - Pick up their [iCard](#)
 - [Collect keys](#) from Campus Police
 - Purchase [parking](#) hang tag
 - Visit departments with which the employee will work closely
- Meet with the new employee to discuss specific university and department protocol such as:
 - Emergency Response Guidelines, Disaster Plan, and Student Emergency and Referral Procedures
 - Work hours, lunch, and if an hourly employee, break times
 - Probationary period, overtime policy, if applicable to the employee's classification
 - Payroll schedule and time and/or leave reporting procedures
 - Vacation or sick leave and process for requesting time off or reporting absence
 - Dress code
- Provide information about the department such as:
 - General information, hours of service, and services provided
 - University and department organization charts
 - Department mission, culture, and ethics
 - Customer service philosophy, response time, and phone etiquette
 - Department communication process, staff meetings, emails

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- Discuss with your new hire job responsibilities and performance expectations, including:
 - Confidentiality
 - Personal use of phone, email, internet, and [Acceptable Use Policy](#)
 - University and departmental policies
- Discuss the training plan with the new employee and arrange setup for computer, phone and voicemail services through [ITS](#), if needed.
- Request access to programs through your USC, i.e. Banner, Cornerstone, Canvas, etc.; be sure employee completes [compliance form](#).
- Submit AVSL requests for new AP hires to System Office.

Within First Week of Employment

- Schedule a meeting for the new employee with other staff members who will work with them to ensure your new staff member meets everyone and learns about the job responsibilities of others.
- Schedule a meeting with your new employee to check in, answer questions, and to determine how well they are adjusting to the environment.
- Make sure employee (AP & CS) is scheduled to attend next HR New Employee Orientation session (first Wednesday of every month).

Within First Few Months of Employment

- Work with the new employee to discuss performance standards. For Civil Service, a probationary evaluation must be completed prior to the probationary end date. Please visit our [Performance Evaluation Webpage](#).

Employee Signature: _____

Supervisor/Manager Signature: _____

*Checklist is for Departmental use. Signatures encouraged but not required.