



**UMOR Operational Procedure Resource Document:**

**UMOR New Employee Onboarding Checklist**

|                       |                                 |                    |
|-----------------------|---------------------------------|--------------------|
| <b>Employee Name:</b> |                                 | <b>Start Date:</b> |
| <b>Supervisor:</b>    | <b>Unique Name:</b>             |                    |
| <b>Title:</b>         | <b>Office/Cubicle Location:</b> |                    |
| <b>Phone:</b>         | <b>Orientation Lead:</b>        |                    |

| <b>Task</b>   | <b>Assigned To</b> | <b>Date Completed</b> |
|---|--------------------|-----------------------|
| --Welcome email   |                    |                       |
| --Computer ordered/ Computer software needs   |                    |                       |
| --Voicemail setup with ITCOMM   |                    |                       |
| --Parking information provided  |                    |                       |
| --Keys Issued/MCard activated for building access   |                    |                       |
| --Name added to building directory  |                    |                       |
| --Office/cubicle name plate   |                    |                       |
| --Add to unit calendars   |                    |                       |
| --Add to unit email groups  |                    |                       |
| --Add to unit maintained phone list   |                    |                       |
| --Add to shared copier/printer  |                    |                       |
| --Add to appropriate folders on U-M Box/server  |                    |                       |
| --Add to staff meetings/other recurring meetings and events (as needed)   |                    |                       |
| --Send announcement / Introduction email  |                    |                       |
| <b>Day One:</b>   |                    |                       |
| --Provide key to new employee   |                    |                       |
| --Building tour - Meeting rooms/kitchen/restrooms/wellness and introductions  |                    |                       |
| --Mail - Campus/USPS - Bins and mail room   |                    |                       |
| --Purchasing/Supply cabinets  |                    |                       |
| --Telephone/voicemail/conference calls/conference phone/AV - provide brief instructions/user guides, help setup voicemail |                    |                       |
| --Copier/printer/fax - Overview and instructions  |                    |                       |
| --Provide MiWorkspace Quick Start Guide (Mac or Windows) and overview guide   |                    |                       |
| --Other unit specific orientations  |                    |                       |

|  |  |  |
|--|--|--|
| <b>If applicable (check with supervisor):</b>                      |  |  |
| --Request OARS access and training                                 |  |  |
| --Order business cards if needed                                   |  |  |
| --Remind of U of M trainings and COI/COC certification in M-Inform |  |  |
| --Obtain confidentiality disclosures if applicable                 |  |  |