

Onboarding Temporary Employee Checklist

Purpose: This checklist will assist you in effectively bringing a temporary employee on-board to NCSSM. Please note that all listed activities may not be applicable.

Instructions: Review the relevant items, complete and check-off activities. Keep for your records.

Pre-Arrival
<input type="checkbox"/> Call or email to remind temporary employee to <i>bring two forms of ID on the first day if their I-9 has not been completed; and to bring their license plate number.</i>
<input type="checkbox"/> Supervisor sends a ticket to ITS to setup computer account and e-mail account.
<input type="checkbox"/> Prepare workstation with necessary supplies.
<input type="checkbox"/> Arrange for office equipment (phone, printer, etc.),
<input type="checkbox"/> Inform the department and stakeholders of the new team member; explain the role, and how it will support the existing team.
First Day Arrival
<input type="checkbox"/> Welcome the temporary employee.
<input type="checkbox"/> Walk temporary employee to Campus Safety to ensure photo ID and keys are obtained (if required).
<input type="checkbox"/> Introduce to team members.
<input type="checkbox"/> Clarify unofficial office do's and don'ts.
<input type="checkbox"/> Communicate the work schedule.
<input type="checkbox"/> Explain the employee's pay dates, timesheets, and how paid.
<input type="checkbox"/> Give tour of building (work facilities, restrooms, break room, copier, HR).
<input type="checkbox"/> Share any other necessary and advantageous information.
<input type="checkbox"/> Explain operation of office equipment: Phone - Dialpad Computer: Walk them through My NCSSM and other relevant websites/pages and contacts (e.g., hr@ncssm.edu , its@ncssm.edu)
<input type="checkbox"/> Other equipment: copier, fax.
<input type="checkbox"/> Explain communication channels (Digital Unicorn, bulletin boards, websites, etc.)
<input type="checkbox"/> Discuss appropriate office dress, work clothes/uniform, etc.
<input type="checkbox"/> Discuss job responsibilities and communicate performance expectation
<input type="checkbox"/> Explain office policies and office security.
<input type="checkbox"/> Discuss computer policy and computer security.
<input type="checkbox"/> Provide office manuals and other reference information.
<input type="checkbox"/> Discuss workplace safety and inform of emergency exits.
<input type="checkbox"/> Explain NCSSM and department specific acronyms.