

Enterprise Marketing and Communications New Employee Onboarding Checklist

A positive orientation program provides a solid foundation for successful employee involvement, growth, and development within the organization. Onboarding new staff is a shared responsibility, and the supervisor is responsible for overseeing, engaging in, and facilitating a successful onboarding. This checklist is designed to guide and facilitate new employee onboarding and can be shared with anyone who is involved in the onboarding process, including the new staff member.

Employee:
Start date:
Supervisor:
HR:

Action, When	How (To Do It), Resources That May Help	Responsible Individual	Date Completed
Prior to first day			
EMC sends new employee offer letter; new employee accepts offer		HR coordinator	
Supervisor calls new employee to welcome them and share “need to know” information, including but not limited to: <ul style="list-style-type: none"> • Office decorum (dress code, etc.) • Time to report • Office hours • Where to go, who to meet, brief agenda for first day • Ask for T-shirt size and laptop preference • Share new hire’s spotlight questionnaire 	Check in with HR coordinator for onboarding materials; generally, <i>VCU employees working on the MCV Campus will be assigned a PC for ease of access to VCU HS tech assets.</i>	Supervisor	
Follow up with an email to new hire that shares “need to know” links and documents mentioned in the phone conversation, including spotlight questionnaire	Check with HR coordinator	Supervisor	
Share the new employee’s start date and laptop preference, along with other tech needs, with fiscal administrator		Supervisor	



Send official paperwork and instructions, including I-9 and how to claim eID, to new employee		HR coordinator	
Gather a welcome packet of swag items (pending availability) for the employee's first day. Items can include: <ul style="list-style-type: none"> • VCU T-shirt • Buttons • Lapel pins • Writing pens • Drawstring bag 	Check with brand manager on available items	Supervisor	
Secure and setup the following: <ul style="list-style-type: none"> • Workspace • Supplies • Telephone and voicemail code reset (if needed) or AVAYA app option • Job description • Building access 	Check-in with Administration Department at either GSC or Grant House	Supervisor	
Create new employee nameplate for workspace		Administration Department	
Order laptop and any needed accessories (e.g., keyboard, mouse, docking station)		Fiscal administrator for laptop; administrative coordinator for computer accessories if not being purchased at RamTech	
Put in ticket to desktopit@vcu.edu for initial laptop setup.		Fiscal administrator	
Pick up tech from Administration Department and put in ticket for final deployment via desktopit@vcu.edu .		Supervisor	
First day			
Send a welcome message about new employee to the division: <ul style="list-style-type: none"> • Name • Position • Background/bio • Start date • Information from spotlight questionnaire 	Send email to entire division; ask administrative coordinator for access to the EMC email list	Supervisor	



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Add new employee to EMC email, managers/directors (if needed), and Google group list; OnePrint	Supervisor needs to share employee's eID/email	Administrative coordinator	
Add new employee to EMC org chart	Administration Department provides updates to the designated graphic designer monthly	Administration Department	
Optional: Select and meet with EMC staff member who can serve as a work buddy/mentor with the new employee. Communicate with the work buddy/mentor so they know their responsibilities and how they can support the new employee's transition.	Work buddy	Supervisor	

Additional first-day considerations

- Visiting other campuses - Take new employees to other EMC offices (Grant House, Grace St. Center, CHoR, Massey, etc.) as an opportunity to meet other colleagues, show off work areas)
- Consider meeting a member of COEDI+C, joining the Communications Career Community
- Provide links to B2R, brand training, virtual campus tour, professional development guidelines, etc.
- Share info related to GH's Friday messages, lunch and learn series, division day/social events, etc.
- Add employee to team-specific meeting invites