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**New Staff Onboarding Process**

**Name, Position**

Supervisor: Name, Position

Before the first day:

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| --- | --- | --- | --- |
| Action Item | Process Required | Contact Information | Complete  |
| Nametag  | 1. Contact AR VIP Awards
2. Pay with P-Card or enter requisition
 | Email: orders@arvipawards.comPhone: (479)968-8070 |  |
| Office equipment: Computer, laptop, scanner, etc.(as needed) | 1. Email Campus Support with list of needed items
2. Use quote provided by Campus Support to enter requisition
 | Email: campussupport@atu.edu  |  |
| Key Request | 1. Fax or email key request form to Physical Plant – Sandra Tritt or Bettye Williamson

(<https://www.atu.edu/facilities/docs/keyrequest2015.pdf>)  | Sandra TrittPlant Administrative SupportEmail: stritt@atu.eduBettye WilliamsonPlant Administrative SupportEmail: bwilliamson@atu.eduPhone: (479)968-0261Fax: (479)968-0270 |  |
| Systems Access | 1. Contact OIS to ensure position number assigned to new staff member has appropriate systems access (Banner – budgets, Argos, etc.)
2. If access is insufficient, email Kim Newman with OIS
3. If access to additional budgets necessary, email Budget Office

(Sandy Cheffer or Matt Fraser)  | Kim NewmanOIS, Systems SpecialistEmail: knewman@atu.eduPhone: (479)964-0583 ext. 1507Sandy ChefferBudget, DirectorEmail: scheffer@atu.eduPhone: (479)964-0821Matt FraserBudget, Assistant DirectorEmail: rfraser@atu.edu Phone: (479)964-0821 |  |

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| Action Item | Process Required | Contact Information | Complete  |
| Office Supplies | 1. Make sure desk area has staple office supplies
 | N/A |  |
| Business Cards | 1. Enter request for design with MARCOMM via Robohead
2. Once design complete, enter requisition for Target Printing (T01069591) and email design file to Tammy Rye
 | Tammy RyeProcurement, BuyerEmail: trye@atu.eduPhone: (479)968-0269 |  |
| Confirm New Employee Orientation with HR | 1. Follow-up with Amber Tennison on orientation date and time; confirm necessary documents list
2. Contact new staff member and share relevant HR information
 | Amber TennisonEmail: atennison@atu.edu Phone: (479)964-0583 ext. 206 |  |
| Procurement/Budget/Travel training (if applicable) | 1. Set up appointments with departments in which new employee will need training
 | Tammy RyeProcurement, BuyerEmail: trye@atu.eduPhone: (479)968-0269Lou Ann ReevesBudget, Business ManagerEmail: rreeves5@atu.eduPhone: (479)964-0821Cindy PrattTravel, Travel AdministratorEmail: cpratt@atu.eduPhone: (479) 964-0583 ext.3502 |  |
| Department Tour/Campus Tour | 1. Plan for staff member to take new employee on a guided tour of campus
2. Be sure to include key buildings/offices that relate to new employee’s position0
 | N/A |  |
| Individualized Onboarding Plan (example attached) | 1. Use onboarding template provided to develop a schedule, measures of success.
 | N/A |  |

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| Action Item | Process Required | Contact Information | Complete |
| New staff member profile | 1. Prior to their arrival, send email welcoming new staff member to the team and request the following information:
* Birthday
* Preferred recognition (public, private, type)
* Favorite snack items

(soft drink, candy bar, etc.) | N/A |  |
| Division Resources | 1. Print/share links and information for the following:
* Staff Handbook
* Division Org Chart
* Division Committees
* Budget/Account Information
* Strategic Plan
* Budget/Account Codes
* INB Keyboard shortcuts (if applicable)
 | N/A |  |