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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.com](mailto:orders@arvipawards.com)  Phone: (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](mailto: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 Tritt  Plant Administrative Support  Email: [stritt@atu.edu](mailto:stritt@atu.edu)  Bettye Williamson  Plant Administrative Support  Email: [bwilliamson@atu.edu](mailto:bwilliamson@atu.edu)  Phone: (479)968-0261  Fax: (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 Newman  OIS, Systems Specialist  Email: [knewman@atu.edu](mailto:knewman@atu.edu)  Phone: (479)964-0583  ext. 1507  Sandy Cheffer  Budget, Director  Email: [scheffer@atu.edu](mailto:scheffer@atu.edu)  Phone: (479)964-0821  Matt Fraser  Budget, Assistant Director  Email: [rfraser@atu.edu](mailto: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 Rye  Procurement, Buyer  Email: [trye@atu.edu](mailto:trye@atu.edu)  Phone: (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 Tennison  Email: [atennison@atu.edu](mailto: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 Rye  Procurement, Buyer  Email: [trye@atu.edu](mailto:trye@atu.edu)  Phone: (479)968-0269  Lou Ann Reeves  Budget, Business Manager  Email: [rreeves5@atu.edu](mailto:rreeves5@atu.edu)  Phone: (479)964-0821  Cindy Pratt  Travel, Travel Administrator  Email: [cpratt@atu.edu](mailto:cpratt@atu.edu)  Phone: (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 |  |