

New Staff Onboarding Process

Name, Position

Supervisor: Name, Position

Before the first day:

Action Item	Process Required	Contact Information	Complete
Nametag and nameplate	<ol style="list-style-type: none"> Contact AR VIP Awards Pay with P-Card or enter requisition 	Email: orders@arvipawards.com Phone: (479)968-8070	
Office equipment: Computer, laptop, scanner, etc. (as needed)	<ol style="list-style-type: none"> Email Campus Support with list of needed items Use quote provided by Campus Support to enter requisition 	Email: campussupport@atu.edu	
Key Request	<ol style="list-style-type: none"> 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 Bettye Williamson Plant Administrative Support Email: bwilliamson@atu.edu Phone: (479)968-0261 Fax: (479)968-0270	
University Systems/Budget Access	<ol style="list-style-type: none"> Contact OIS to ensure position number assigned to new staff member has appropriate systems access (Banner – budgets, Argos, etc.) If access is insufficient, email Kim Newman with OIS If access to additional budgets necessary, email Budget Office (Sandy Cheffer or Matt Fraser) 	Kim Newman OIS, Systems Specialist Email: knewman@atu.edu Phone: (479)964-0583 ext. 1507 Sandy Cheffer Budget, Director Email: scheffer@atu.edu Phone: (479)964-0821 Matt Fraser Budget, Assistant Director Email: rfraser@atu.edu Phone: (479)964-0821	

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Office Supplies	<ol style="list-style-type: none"> 1. Make sure desk area has staple office supplies 	N/A	
Business Cards	<ol style="list-style-type: none"> 1. Enter request for design with MARCOMM via Robohead 2. Once design complete, enter requisition for Target Printing (TO1069591) and email design file to Tammy Rye 	Tammy Rye Procurement, Buyer Email: trye@atu.edu Phone: (479)968-0269	
Confirm New Employee Orientation with HR	<ol style="list-style-type: none"> 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 Phone: (479)964-0583 ext. 206	
Procurement/Budget/Travel training (if applicable)	<ol style="list-style-type: none"> 1. Set up appointments with departments in which new employee will need training 	Tammy Rye Procurement, Buyer Email: trye@atu.edu Phone: (479)968-0269 Lou Ann Reeves Budget, Business Manager Email: rreeves5@atu.edu Phone: (479)964-0821 Cindy Pratt Travel, Travel Administrator Email: cpratt@atu.edu Phone: (479) 964-0583 ext.3502	
Department Tour/Campus Tour	<ol style="list-style-type: none"> 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 position 	N/A	
Individualized Onboarding Plan (example attached)	<ol style="list-style-type: none"> 1. Use onboarding template provided to develop a schedule, measures of success. 	N/A	

Action Item	Process Required	Contact Information	Complete
New staff member profile	<ol style="list-style-type: none"> Prior to their arrival, send email welcoming new staff member to the team and request the following information: <ul style="list-style-type: none"> • Birthday • Preferred recognition (public, private, type) • Favorite snack items (soft drink, candy bar, etc.) 	N/A	
Division Resources/Expectations	<ol style="list-style-type: none"> Print/share links and information for the following: <ul style="list-style-type: none"> • Staff Handbook • Division Org Chart • Division Committees • Budget/Account Information • Strategic Plan • Budget/Account Codes • INB Keyboard shortcuts (if applicable) • Expectations for work attire 	N/A	
Headshot with MARCOMM	<ol style="list-style-type: none"> Schedule headshot on Robohead Send headshot to Lindelle Fraser. She will add it to the staff website. 	<p>To access Robohead: https://atu.robohead.com/login.do</p> <p>Lindelle Fraser Assistant to the VPSS Email: lfraser@atu.edu Phone: (479)968-0583 ext. 4701</p>	
Division Software	<ol style="list-style-type: none"> Add new staff member to One Note Add new staff member to BaseCamp Add all other necessary roles specific to unit/function (i.e. Maxient, Starrez) 		

Check VOIP set up to ensure profiles are correct	1. Create OIS ticket for set-up and/or transfer (if necessary) of VOIP		
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