College of Journalism and Mass Communications
Staff Onboarding Guide

A checklist to follow when onboarding a new staff member. Items are not listed in order, but should be built into the first three-week schedule by the supervisor.

Pre-Arrival

1. Complete New Hire Paperwork – Allison
2. Clean and organize office – Tiffany
3. Welcome gift – Nicole
4. Order Computer, set up and image - Steve
5. Order Business Cards and name tag – Tiffany
6. Development of three-week schedule – Supervisor

Frist Week

- Computer and email set up (Steve)
- Office set up, NCard, business cards, name tag, phone, parking, copy code, mail, and supplies (Tiffany)
- Headshot (University Communications)
- Initial Meeting with Supervisor - job descriptions, role, team, and expectations (Supervisor)
- Building and Campus Tour (Alex)
- HR, Benefits, Leave, Communication, Policies and Procedures overview (Haley)
- Meeting with the Dean (Shari)
- Meeting with Associate Dean for Academic Programs (Adam)
- Staff Introduction Meetings (Nicole, Steve, Alex, Andrea, Bridgett, Tiffany, Karez, Anne, Carly, Amy, Kris, Kaitlin, Susan)
- First Staff Team Meeting
- Welcome social event
- End of the week check-in with supervisor

Second Week

- Review of the college's strategic plan and priorities (Haley)
- Review of committee membership and participation (Supervisor)
- Meeting with Associate Dean for Faculty Affairs (John)
- Staff Introduction Meetings (Nicole, Steve, Alex, Andrea, Bridgett, Tiffany, Karez, Anne, Carly, Amy, Kris, Kaitlin, Susan)
- EXL Faculty Introduction Meetings (Jemalyn, Alan, Katie, Brian P., Brian H., Jill)
- Major chair faculty Introduction meetings (Frauke, John S., Joe, Rick)

Third Week

- Staff Introduction Meetings (Nicole, Steve, Alex, Andrea, Bridgett, Tiffany, Karez, Anne, Carly, Amy, Kris, Kaitlin, Susan)
- EXL Faculty Meetings (Jemalyn, Alan, Katie, Brian P., Brian H., Jill)

- Major chair faculty meetings (Frauke, John S., Joe, Rick)
- Campus meetings (meet with campus partners the position will interact with)
- Professional meetings (meetings with professional partners the position will interact with)