



A&P ORIENTATION/ON-BOARDING SUPERVISOR CHECKLIST

Employee Name: _____ Title: _____

Employee Department: _____ Employee ID# _____

Employee Supervisor: _____ Hire Date: _____

All newly hired employees are encouraged to follow along with the general new hire on-boarding items online. This online guide will further explain and contain links to helpful websites and forms to assist them in learning their new role. The following checklist is to assist hiring managers in on-boarding their new employees. Please review and/or assist your new employees with these items, sign off on the checklist, and submit to HR to be included in the personnel file.

Table with 5 columns: TIMELINE, checkmark, ACTION, WHO?, and ADDITIONAL INFORMATION. Rows are categorized by 'Prior to Start' and 'First Day'.



TIMELINE	✓	ACTION	WHO?	ADDITIONAL INFORMATION
First Week		Review organizational structure/goals	Supervisor	
		Review/Discuss Shop Rules (if applicable)	Supervisor	
		Allow for BuckeyeLearn Trainings: <ul style="list-style-type: none"> • Report = Support! • Understanding the Sexual Misconduct Policy • Protecting Institutional Data • Diversity Basics • Digital Accessibility – Policy, Skills Training 	Employee	BuckeyeLearn Trainings Digital Accessibility training determined by supervisor
		Complete the Driver Registration form (if applicable)	Employee	Driver Registration form
		Review Performance Management Process	Supervisor	
		Review University Holiday Schedule	Supervisor	Holiday Schedule
		Review Payroll Pay dates	Supervisor	Payroll Dates
		Allow time for Benefits Forums (if needed)	Supervisor	
		Review in Workday Portal <ul style="list-style-type: none"> • Check personal information • Verify your phone number in Workday to receive Buckeye Alerts 	Employee	Workday
		Introduction to Union Steward (if applicable)	Supervisor	
		Tour of campus	Supervisor	
		Collect Policy Acknowledgment Sheet and Submit to HR Consultant	Supervisor	Deadline: Within 1st week of employment
		Complete this checklist and submit to HR Consultant	Supervisor	Deadline: Within 1st week of employment
		Discuss Your Plan for Health (YP4H) Options - https://yp4h.osu.edu/	Supervisor / Employee	<ul style="list-style-type: none"> • Annual Biometric Health Screening • Annual Personal Health Assessment (PHA) for cost savings • Additional Wellness Resources

This is a record of a new employee’s participation in the A&P orientation/on-boarding process. **Please do not sign off until these items are reviewed/completed.** Your signature indicates you have fully oriented your new employee to all information listed above. Once completed and signed, submit this checklist to HR for entry in the new employee’s personnel file.

Manager/Supervisor: _____ Title: _____ Date: _____

Employee: _____ Title: _____ Date: _____