

HSC Supervisor Onboarding Checklist

Name:	Start Date:
Position:	Supervisor:
EUID:	EMPLID:

Pre-Arrival Procedures

- o Access/ID Card - o Key/Cardkey for physical access	Complete and provide signed form s. Submit completed forms along with a selfie picture (clear headshot, plain background) to the Access Control office . Pick up badge and keys from HSC Police .
o Parking Permit	Visit HSC Parking to purchase a one -day parking pass for the fir st day. Ensure your new team member is aware they must purchase a parking permit online .
o Physical Office	Order needed furniture. Work with Property Control for surplus furniture, if necessary. Clean or rearrange the space, as needed. Provide basic office supplies. Consider supplies needed if team member is working remotely.
o Phone	Request phone number creation or reassign phone number (need EUID/Empl ID to request creation of new) equipment or license is needed . x Identify current user to mirror – HRIS/FSS). If unsure, on
	_____ for support .

- o Submit tickets for role

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Preparing Your New Team Member

- o Verify that the new team member has received onboarding instructions and has completed prior to first day.
- o Remind team member to bring documents needed to complete new hire paperwork. [I-9 Acceptable Documents](#). Confirm expectation to attend New Team Member and Benefits orientation s (HSC HR schedules and includes orientation details on offer letter).
- o Ask team member to contact [HSC HR](#) for any accommodation requests under the Americans With Disabilities Act.
- o Call or email your new team member to welcome them and inform of:
 - x expected arrival time for their first day and scheduled working hours
 - x building address, parking options (including required parking permit purchase), office amenities, building access and maps . [Printable Campus Map](#).
 - x dress code requirements
 - x work hours, pay frequency, overtime pay if applicable
 - x any other questions regarding their first day
- o Consider taking your new hire to lunch during their first week. Inform new team member of lunch plans, if applicable. Ask about any food allergies or sensitivities.
- o Provide a contact name and phone number in the event of an emergency or delay.

First Day

- o Welcome

Arrange to welcome the new team member on the first day. Print Team Member Onboarding C

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First Week

☐ Review job description	Review job description, job manuals or SOPs, org charts, pertinent contacts and important phone numbers.
☐ Review team goals	Review team OKR goals, strategic plans, priorities, HSC values and Strategic Roadmap . Provide a printed copy, if possible.
☐ HSC Organizational Charts	HSC Organizational Charts
☐ Campus/External Mail Procedures	Discuss with team member, if needed.
☐ Review Policies & Procedures	Review Institutional Policies .
☐ Employee Portal	HSC Employee Portal
☐ Physical Office	Submit workorder through Archibus to hang bulletin boards, artwork/certificates/degrees, etc. in office space.