

UNT Supervisor Onboarding Checklist

Name:	Start Date:
Position:	

UNT Supervisor Onboarding Checklist

First Day

- o Welcome

Arrange to welcome the new team member on the first day, and provide list of appointments/meetings for their first week. Conduct tour of the office and other places relevant to their job. Campus tour information is at the bottom of this form.

Assist new team member as needed with completing and submitting remaining new hire paperwork. Ensure I-9 verification process has been completed.

- o I-9 Verification

