CUPA-HR Onboarding Checklist now available to PeopleAdmin Onboard users

Onboard by PeopleAdmin empowers you to streamline, automate and enhance your onboarding process
… and now it can also help you identify when you're missing a crucial step with your new hires.

Introducing the CUPA-HR Onboarding Checklist

Now available as part of Onboard, this comprehensive checklist of critical new hire onboarding tasks — shown below — helps ensure a positive first impression for higher education employees.

	COMPLIANCE	ACCULTURATION AND ENGAGEMENT	GENERAL ORIENTATION
BEFORE THE FIRST DAY	✓ Welcome packet (letters/video etc.) ✓ Directions for the first day	✓ Clean office space ✓ Enroll new employee in orientation ✓ Create an agenda for the employees first 1-2 weeks	✓ Submit offer letter ✓ Secure a parking permit
ON THE FIRST DAY	✓ I-9 & supporting documents ✓ W-4 ✓ State tax form (K-4) ✓ Direct deposit form ✓ Employee contact information ✓ Invention Agreement/patent policy ✓ Computer/internet usage agreement	✓ Review job description with employee ✓ Introduce employee to staff on first day (email/in-person) ✓ Give tour of department and/or building ✓ Provide unit-specific orientation with new hire ✓ Set up technology access (network ID, email, etc.) ✓ Create name badge for new employee ✓ Submit a security access for job-related applications ✓ Employee/supervisor 1:1 meeting ✓ Discuss office standards and procedures ✓ Discuss building safety plan	✓ Obtain employee acknowledgement of their job description ✓ Complete new employee orientation ✓ Secure ID badge
THE FIRST 2 WEEKS		✓ Create initial performance plan for the employee	✓ Obtain employee acknowledgement of performance plan ✓ Review and acknowledge institution's strategic plan ✓ Obtain employee handbook acknowledgement
THE FIRST 30 DAYS	✓ Process benefits enrollment	✓ Review the employee's performance against initial performance plan	✓ Complete benefits enrollment ✓ Complete training modules/videos (Title IX, FERPA, harassment, etc.)

Enjoy flexibility…

While the checklist was created to improve onboarding processes for any college or university, we understand that you may have your own way of doing things. We'll work with your team during implementation to configure workflows, enhance visibilities and generate tasks that serve your institution's unique needs. We'll even train your team on how to easily update and enhance your onboarding program as your processes evolve.

Seamless progression…

To ensure your candidates enjoy a smooth transition to their new roles as employees, you can assign this checklist and other targeted, configurable programs straight from your applicant tracking solution. And for employees who weren't hired through your applicant tracking solution, you can just as easily assign the programs with Onboard.

And trackable workflows

With real-time reporting, you have the visibility you need to see where new hires are in the onboarding process … and if they fall behind, you can send reminders to them, their managers or anyone else who can help get them back on track.

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