



HIRING MANAGER'S CHECKLIST

Upon Successful Completion of Background Check

- Communication
 - Send hiring announcement to department/unit
 - Send email to communication team for COE update
- Office space
 - Identify work space or office for new employee.
 - Ensure work space is clean
- Technology
 - Order computer/other technology, or contact ITS to wipe/set up existing technology (ITS Lincoln; COE IT support in Omaha)
- Training Materials
 - Explore resources available on the COE New Employee Onboarding [website](#)
 - Will be specific to the department / coordinated by the supervisor
 - Begin developing a training schedule (example blank template on website)
 - Create training packet/folder/binder with helpful resources. This could include:
 - Department org chart
 - Department/Unit's Strategic Plan (if applicable)
 - Department specific materials
 - Link to College directory
 - Link to College Org chart
 - Link to College Mission, Vision, Values
 - Link to common acronyms/abbreviations list
 - Campus map
 - Staff Council page: <https://engineering.unl.edu/staff-council/>

At Least 1 Week Prior to Arrival

- Access & Technology
 - Order office key(s)
 - Lincoln - Office key will be provided by department key manager
 - Omaha - Staff member will need to go to UNO Security to pick up
 - Establish phone number, order phone (if needed)
 - Lincoln - coordinate with Telecommunications for phone number & the phone
 - Omaha - Manager needs to email: its-uno-telecom@nebraska.edu with Name, NUID, Office Location, and phone needs.
 - Start working on any access approvals to technology systems

- Schedule campus trainings or meetings
 - University level
 - New Employee Orientation
 - business systems
 - Safety
 - Computer systems
 - Any needed introduction meetings

- Order (Mikayla Cruikshank can assist)
 - Door name plate (to label the new employee's office/workspace)
 - Order nametag (confirm spelling and credentials with employee)
 - Order business cards (confirm spelling and credentials with employee; phone number; office address; etc.)

- Welcome Packet
 - Finalize training schedule
 - Finalize training material packet (defined by supervisor – see training materials list above)
 - Gather or order basic office supplies
 - Make sure new employee knows the date of the next new employee breakfast (on onboarding website)

- Miscellaneous
 - Make sure there is a mailbox or the employee knows where to find their mail (Mikayla C. can assist)
 - Send employee expectations of what to wear and what to expect during their first days
 - HR will provide coupon code for new employee to pick a shirt from the COE store
 - HR will provide lunch vouchers if requested, for hiring manager (or designee) to take new employee to lunch at Willa Cather or Scott Café (on hold until end of pandemic).
 - Identify someone who could serve as a point-of-contact for various questions about position, culture, etc. Someone who has a similar role could be most helpful.

During the First Day/Week

- Important Activities on Days 1 & 2
 - Provide a building tour
 - Introduce in person to faculty & staff on campus
 - Office resources/facilities
 - Identify available fridge, microwave, water fountains, restrooms, lactation spaces ([Lincoln](#); [Omaha](#)), etc.
 - Inform the employee where to find or how to order office supplies
 - If possible, provide a campus tour
 - Review emergency information.
 - Inform Lincoln employees about the tornado siren test at 10:15 a.m. on the first Wednesday of each month

- Access
 - Give employee key(s)
 - In Omaha, new employees must pick up their key(s) at UNO Security
 - Building access via campus ID Card

- Employee needs to obtain NUID and N-Card/MavCard before access can be issued

- Listservs & Communication Systems
 - Update department/unit listservs as needed
 - Add employee to appropriate OneDrive or SharePoint folders
 - Dean's office will add new employee to the College listservs
 - Contact the COE Communications office to update COE directory with bio and information for college and department website
 - Employee should get an official headshot. These can be scheduled with the CEHS Pixel Lab:
<https://cehs.unl.edu/cehs/pixel-lab/>

- Technology
 - Provide guidelines or suggestions for outgoing voicemail message
 - Set up Printer access
 - Set up the email signature block using the <https://ucomm.unl.edu/signature-generator>
 - Share any department expectations

- Miscellaneous
 - Create 6 month goals with employee
 - Explain probationary period
 - Discuss department/unit expectations
 - Inform new employee about department unit culture including events (awards, picnics, holidays, etc.)
 - Identify any regularly scheduled meetings the new employee should attend