You play the most important role in helping your new employee become an integrated part of Mendoza.

Onboarding is a long-term process that begins before your new employee arrives. To help you succeed, we've created this onboarding checklist to equip you with tools and other resources to help you create a positive onboarding experience for your new employee.

Pre-Arrival

1. Send copy of signed offer letter to Kara Palmer for files

2. After all of the pre-employment checks have cleared and you receive the NDID from HR, inform your new hire that he/she can activate their NetID at https://accounts.nd.edu/activation

3. Have new hire enroll in Duo https://oit.nd.edu/services/accounts/#twostep)

4. Notify new employee to use gmail.nd.edu to receive email sent to their Notre Dame account

5. Direct your new hire to access HR's new employee toolkit for essential items: https://hr.nd.edu/employment-opportunities/new-employee-toolkit/

6. Create and communicate on-boarding plan to team

7. Schedule meetings in advance for meet and greets, training, etc.

8. Identify necessary systems new hire will need access to and training on

9. Dean's Office will inform Mendoza IT, Faculty Support Center, Karma Grundy and Facilities

   a) Mendoza IT will coordinate a workstation purchase or reimage an existing workstation.
   b) FSC will create mailbox as applicable
   c) Dean's Office will add to appropriate mailing lists, website, Google groups and internal phone list
   d) Facilities will coordinate office space, phone, card swipe access, alarm access (as needed) and order nameplate sign
   e) The Dean's Office will order name badges and business cards

Employee's First Day

1. Visit HR with your new employee, at 200 Grace Hall, to certify their I-9, submit additional new hire forms, and obtain their University I.D. card.

2. Visit NDSP at Hammes Mowbray Hall to obtain parking permit (ND ID card needed). Will need: license plate number, make/model of car(s).

3. Make sure employee has completed their direct deposit form online https://inside.nd.edu/task/all/direct-deposit

4. Introduce new hire to your team.

5. Ensure employee is scheduled for HR Orientation

Employee's First Week

1. Send welcome email to Mendoza

2. Introduce to Mendoza staff and faculty

3. Introduce new employee to key websites

   a) Vacation & absence reporting-https://mytimeoff.nd.edu (exempt) or Ultratime - https://controller.nd.edu/payroll-services/ultratime/ (non-exempt)
   b) InsideND - http://inside.nd.edu
   c) Endeavor - Performance Mgmt/Training - http://endeavor.nd.edu
   d) Technology Training - http://oit.nd.edu/training

4. Ensure new hire can access and navigate Gmail / Google calendar

5. Get your new employee access to other accounts as needed

Dean's Office & Ambassadors

1. The Dean's Office will send out a welcome email to invite new employee to Mendoza Onboarding conducted by Kara Palmer. *If new employee is in a supervisor position, an invitation will be sent for three sessions of New Supervisor Training instead.*

2. Dean's office will send an invitation for New Staff Lunch with Kara Palmer and the Dean. These are held quarterly, and they will be added to the event closest to their hire date.

3. Dean's Office will assign Ambassador and connect new hire to their Ambassador in welcome email noted above.

4. Ambassador will personally introduce themselves and provide welcome packet, Mendoza Merchandise Voucher, and a small gift to New Employee on (or close to) first day.

5. Ambassador will connect with new employee periodically for lunch, coffee, introductions and tours of the College and campus.