

Employee

Name _____ Employee Title _____

Supervisor _____ Department _____

Before First Day

MANAGER	Completed	Comments
Coordinate relocation and travel		
Submit payroll authorization		
Submit system access request		
Discuss daily transportation and parking		
Set up computer with print access		
Confirm email address is functional		
Confirm phone and phone number are functional		
Clean office space and provide supplies		
Coordinate first-day schedule		
Set up a Peer Partner		
Communicate appropriate dress code		
Add to Organization chart, website directory, etc		
PEER PARTNER		
Schedule Welcome to Dartmouth lunch		
Prepare training schedule for first week/month		

First Day

MANAGER	Completed	Comments
Welcome and show to desk/office		
Provide keys to office and/or building		
Tour of the office (bathrooms, kitchen, etc.)		
Tour of the office (colleagues, supervisors, support staff, etc.)		
Review onboarding schedule/packet		
Review workspace		
Provide instructions for computer login, telephone set-up, voicemail, email, etc.		
Help complete new hire paperwork (I-9, W-4)		
PEER PARTNER		
Introduction from Manager		
Review training schedule		
Take to Parking Office for parking pass		
Take to Card Office for ID card		
Take a tour of other buildings in which the new employee will likely have meetings		
Introduce to other members of the group		

First Week

MANAGER	Completed	Comments
Review mission and goals of the department		
Discuss specific goals of new employee and how they can be achieved		
Explain timekeeping system if necessary		
Review employee handbook, answer questions		
Continue introductions to other departments		
Schedule recurring monthly check-in meetings		
PEER PARTNER		
Review cyclical due dates for weekly, monthly, quarterly, or annual tasks		
Adjust training schedule if necessary		
Help schedule training for other systems/software		
Continue on-the-job training		

First Month

MANAGER	Completed	Comments
Review of college employee policies		
Discuss progress with Peer Partners		
Review training plan and adjust as necessary		
Discuss any additional questions		
PEER PARTNER		
Conduct review of onboarding process		
Discuss issues that may have arisen in the prior month		
Discuss ad hoc projects that may be appropriate		
Continue on-the-job training		

DEPARTMENT NAME	TEAM EMAIL	TEAM PHONE
Human Resources	Human.Resources@Dartmouth.edu	(603) 646-3411
Campus Billing & DartCard Services	Dartmouth.Card@Dartmouth.edu	(603) 646-3724
Campus Planning & Facilities	Campus.Planning.and.Facilities@Dartmouth.edu	(603) 646-2439
Facilities Operations & Management	Facilities.Operations.and.Management@Dartmouth.edu	(603) 646-2508
Information Technology Services	Help@Dartmouth.edu	(603) 646-2999
Financial System Access	Financial.System.Access@Dartmouth.edu	(603) 646-3004
Dartmouth Payroll	Dartmouth.Payroll@Dartmouth.edu	(603) 646-2697
Admin and Provost Finance Center	Admin.and.Provost.Finance.Center@Dartmouth.edu	(603) 646-1310
Arts & Sciences Finance Center	ASFC@Dartmouth.edu	(603) 646-2028
Geisel School of Medicine Finance Center	Geisel.Finance.Center@Dartmouth.edu	(603) 650-1238