

New Hire Onboarding Supervisor Checklist

This checklist is designed to assist supervisors as they orient each new employee to MN DOC. It serves as a tool to ensure each new employee receives the information needed to begin work, including administrative procedures, position duties, and other essential information.

EMPLOYEE INFORMATION

Employee Name:

Employee ID Number:

Work location:

Onboarding Category:

Work Unit:

Start Date:

PREPARATION Before a New Employee's Start Date

Call employee – introduce yourself and discuss the plan for their first day.

- Discuss start date, work hours, and start time
- Inform them where to enter the building, where to park and who will meet them at the door.
- Explain to the employee to whom they report
- Discuss lunch options – should they bring lunch, fridge/storage availability, etc.
- Explain work attire and dress code
- Explain who their onboarding buddy is and their role
- Remind the employee of the forms they need to complete before their first day of employment:
 - W-4 (online in Employee Self Service)
 - Direct Deposit (online in Employee Self Service) – required to have direct deposit
 - Emergency Contacts – important – list 2 contacts: name, address, phone, relationship to employee
- Remind the employee to bring appropriate documentation for the I-9 form on the first day (acceptable documents listed in the offer letter)
- Discuss New Employee Academy, when it is scheduled, and any necessary travel arrangements
- Discuss licensing requirements, endorsements, and/or certifications required (see due date in letter)
 - Not Applicable

For supervisor only

- Notify existing staff when the new employee is starting
- Assign a current employee to be the new employee's onboarding buddy
- Create a work plan for the new employee's first week

Computer Access/Login Information

- You will receive an email from HR when the employee has been assigned an employee ID number.
- You may now complete the MNIT “On/Off Board a Staff Member” ticket. Document the ticket number to use if you need assistance from the MNIT Help Desk. See the [On/Offboard Guide](#) for reference.
- Complete MNIT Onboard Ticket. **MNIT Ticket #**
- Once the account is active, you will receive two emails from MNIT.MALL@mnit-mail.us.onbmc.com: one with the employee’s username and one with the employee’s temporary password.
- If you have trouble, please contact the **MNIT Help Desk at (651) 297-1111**.
- Work with individual unit managers to request access to other systems as needed, i.e., S3, COMS, financial systems, etc.

Workspace/Access

- Assign workspace. If necessary, discuss space requirements with the appropriate supervisor.
Workspace location assigned:
 - Not Applicable
- If desks, chairs, or other office items are needed, request items through the Office Services unit
 - Not Applicable
- Set up workstation with all office supplies, materials, or equipment necessary for the employee to work (e.g., nameplate, computer, stapler, pens, notepads, etc.)
- If requested and approved, plan with the ADA Coordinator for any special accommodation required
 - Not Applicable
- Complete the **State Property Move Form** if moving any fixed assets
 - Not Applicable
- Complete and submit the **ID Badge Request form** on iShare and the PDF form and arrange for the ID badge/photo on the first day
- Have the employee complete the **State Employee’s Personal Property Form** if applicable
 - Not Applicable

Communication

- If a soft phone was requested on MNIT ticket, email Office Services to request to add new employee to location phone list(s)
 - Not Applicable
- If the new employee requires a cell phone and one is not available, complete the **MNIT Mobile Device Purchase Request**
 - Not Applicable
- Complete the **Request to Carry a Mobile Communication Device within Secure Perimeter Form** if applicable
 - Not Applicable
- Notify Office Services if the new employee requires mailbox assignment
 - Not Applicable

Work Schedule/Payroll

- Determine weekly work schedule. Complete the **FLSA Work Period Form** for non-exempt employees and submit it to your HR director
 - Not Applicable
- Review any contractual/FLSA requirements and any worksite guidelines; note the information on page 3 of this document as appropriate under the First Day heading to review with the new employee
 - Not Applicable
- If this is a newly created supervisor position, send an email to the Finance Director to request a new department to be set up three pay periods before the start date
 - Not Applicable
- For **exempt employees only** – email your location’s staff payroll on the employee’s first day so the new employee’s schedule can be set up in SEMA4
 - Not Applicable
- For **new supervisors only**; email payroll supervisor to set up supervisor payroll training and be set up as a payroll approver
 - Not Applicable

Orientation/Academy/Training

- If a new employee is not starting on an academy hire date, coordinate with the Regional HR Director and Employee Development to determine the start date
 - Not Applicable
- Register the new employee for the Academy on the Employee Development iShare page.
- Confirm mandatory training requirements with Employee Development and make arrangements to register the new employee or arrange for applicable training:
 - Manager Core, Supervisor Core – contact Employee Development for blanket PO information
 - Budget manager training – contact your unit’s budget manager to schedule and request EIOR fund approval rights
 - Supervisor payroll training (see last line under Work Schedule/Payroll section)

Miscellaneous

- Verify that uniforms and/or insignia have been issued if applicable
 - Not Applicable
- If position requires PPE or respirator qualification, contact Safety Director
 - Not Applicable
- Prepare a list of policies/directives in addition to **New Hire Onboarding - Policy Review List** applicable to the new employee’s position

New Employee's First Day

Basics

- Ensure the employee knows how to contact you if they are sick or have an emergency
- Identify where to store belongings
- Review where to store lunch, location of breakrooms/lunchrooms/kitchens
- Review rest/meal periods
- Identify restroom locations
- Copy room locations and how to access copiers/printers
- Provide a tour of the facility/building/work area (as applicable)
- Introduce the employee to coworkers and other staff
- Review the location of phone listings (and where to locate on iShare)
- Go over how to call 911
- Identify location(s) of First Aid
- Review the mailroom and mail services
- Ensure the employee knows how to get to the Central Office for the Academy

Position Specific Information

- Ensure the employee has logged into the computer (if applicable)
- Review the position description with the employee, sign, date, and submit a copy to HR via iShare
- Explain position responsibilities – work plan, work hours, and break protocols
- Explain the work Unit's area of responsibility and relationship with other Units
- Explain the roles of coworkers in the context of an employee's position and the work unit

Compensation Information

- Explain the pay schedule, direct deposit
- Walk through employee self-service

Administrative Procedures

- Explain the Agency's iShare page, Facility or Unit's iShare page, and how to access learning materials to help navigate iShare
- Explain building access, ID Badge, areas of access, and security
- Ensure the employee has logged into the computer (if applicable); explain login, shared files, OneDrive, and how to contact MNIT help desk
- How to make changes to name, address, and phone number via Employee Self Service
- Electronic communication (phone, fax, email, Teams, etc.)
- How to order supplies
- Explain how to schedule conference rooms (as applicable) and iShare reference information

Within Five (5) Business Days of the new Employee's Start Date

General Introduction to the Unit/Division

- Explain the Agency's mission, goals, and values
- Explain the Unit organizational structure
- Explain Unit expectations (e.g., calling in for missed shift, dress code, telework, policy review)
- Explain how the Unit relates to the rest of DOC operations ("Big Picture" view)

Job Specific Information

- Explain any mandatory and/or recurring meetings
- Explain work in other Units, particularly those that may impact their position
- Explain priorities and expectations for successful performance
- Explain the performance management process and schedule of reviews

Compensation Information

- Explain salary increases and how they occur
- Explain expense reporting and eligible expenses
- Walk through entering timesheet when they can access their timesheet; explain vacation and sick time, and the approval process
- Refer to Payroll Instructions
- Explain paid holiday schedule – 12 paid holidays

Administrative Procedures

- Explain any unfamiliar equipment and supplies
- Explain mailing procedures
- Explain the EIOR Process to individuals who will have purchasing responsibility/authority
- Explain how to order supplies or where to find needed supplies

Safety Procedures

- Walk through the emergency procedure (e.g., fire, tornado). Show the location of emergency exits.
- Explain accident reporting procedures

Training and Orientation

- Follow up with the employee to ensure they are working on the ELM training or other assigned training
- Ensure the employee has read the applicable policies presented on their first day
- Follow-up from Academy learning

Completion

- Start the Supervisory file or obtain it from the previous supervisor

Completed by (Supervisor):

Date Completed:

Signature of Supervisor:

IMPORTANT NOTE: This document is a supervisory tool; please use it as part of the onboarding process for your new hire or transfer. This form is not submitted to Human Resources or your Staffing Representative. Supervisors should keep completed and signed checklists in the employee's Supervisory File.