

New Employee Checklist

Phase I: Before Starting Date

- Secure needed documents and deliver them to the Department of Human Resources.
- Check out any material that was sent to you by the Recruitment Assistant
- Visit the New Employee page.

Phase II: On 1st Day

- Go over information about benefits.
- Perform department tour and visit important locations.
- Meet colleagues.
- Have lunch with the assigned buddy.
- Meet with the department supervisor to be acquainted with:
 - Department organization structure
 - Department mission and vision
 - Job description
 - Specific policies and procedures of the department

Phase III: During 1st Week

- Set up bank account.
- Finish HIP formalities (Dale Home).
- Set up finger identification.
- Prepare ID Card.
- Activate AUB net user.
- Meet with different employees within the department to get briefed on their roles.
- Discuss benefits information.
- Meet with the department supervisor to know more about:
 - Performance management system
 - Own standards and goals
 - Professional development activities
 - Career ladders

Phase IV: 1st Month

- Schedule a meeting with the supervisor to give and receive feedback
- Fill the monthly Onboarding Program Evaluation

Phase V: After 3 months

- Attend the New Employee Orientation session (within first 3 months).
- Schedule a meeting with the supervisor to give and receive feedback.
- Submit the signed Information and Computer Resources Agreement as well as the Statement of Compliance.
- Fill the 3 months Onboarding Program Evaluation.

Phase VI: After one year

- Fill the yearly Onboarding Program Evaluation.