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.