

New Employee – Remote Onboarding Checklist

The purpose of this Onboarding Checklist is to provide guidance and ensure critical steps in the onboarding process are completed. Let's work together to provide a best-in-class new employee experience and ignite excitement and enthusiasm that will fuel a long-term, positive employment relationship. The activities below are suggested and should be tailored to the unit's needs.

Suggested Pre-onboarding Checklist and Day-1 Welcome

Prior to the employee's first day:

- Email a welcome letter to the new employee when offer is accepted, including the following information:
 - Day-1 schedule outline and team/department org-chart
 - E-Packet for the employee. Include the job description, performance standards and department resources the employee will need to accomplish assigned duties and tasks.
- Coordinate a Team Zoom meeting sometime during the first day so that the new employee can meet the team. Encourage all on the team to attend this important meeting.
 - Team introduction - Brief blurb about each person on the team including years with ASU and any other brief highlights the staff would like to share
- Given the virtual modality, the manager should reach out a few days before the start date to have a pre-start conversation. This provides the employee an opportunity to address any questions or concerns.
- UTO Deskside Support will coordinate laptop equipment to be shipped to employee's home via Fed-Ex
 - Please communicate with UTO Deskside Support if your new team member will require additional or specific equipment to carry out their job duties.

New Employee Remote Orientation / ROAR:

The new employee will receive an email from UTOHR with information regarding on-line New Employee Orientation (NEO) via CareerEdge. NEO provides an overview of the university, safety and HR services, public policies, mandatory training and new services such as obtaining a Sun Card. A representative from UTO Leadership & Development team will reach out to the new employee to schedule a ROAR session. ROAR is a UTO specific onboarding process. ROAR is an acronym for Rapid Orientation for Accelerated Results.

- Non-benefits eligible employees and internal ASU transfers are not required to attend New Employee Orientation but are welcome to participate in ROAR.

Day - 1

- Manager reaches out to employee for morning check-in to launch the Day-1 experience, provide personal welcome and addresses any concerns the new employee may have.
 - Confirm receipt of the shipped laptop PC and proper functioning.
 - Review system access requirements with employee and provide instructions on how to submit access requests (E.g. Cisco VPN, PeopleSoft, Workforce, Data Warehouse etc.)
 - Discuss the day's agenda and confirm the time of the team Zoom meeting.
- Mid-day check-in/team Zoom meeting for employee to meet team
- Reach out towards the end of Day-1 to see how the day went and to help resolve any issues that may need to be addressed to help the new employee have an even better Day-2. Keep in mind that when starting a new job remote, it can be easy for the new employee to feel disconnected and we want to do all we can to prevent this.

The goal is to provide a productive, enjoyable, positive and comprehensive Day-1 experience that, at the end of the day, confirms for the new employee that they made the right decision in accepting this position and are looking forward an even better Day-2 with ASU!

Resources:

- [SPP 801: Employee Conduct and Work Rules](#)
- [ASU acronyms](#)
- [New Employee Checklist and Resource Guide](#)
- [ASU Telecommuting Resource Guide](#)
- Please contact UTOHR@asu.edu for questions or issues related to employee's Timesheet, Performance and other HR-related matters
- Interested in learning more about what ASU is doing in regards to onboarding or new employee orientation? Please contact 480-965-5089 or email LWD@asu.edu.
- Other questions related to Benefits, Taxes and I-9 verification can be directed to the ASU HR Employee Service Center (1-855-ASU-5081 or HRESC@asu.edu)