



Policy Number	Policy/Procedure Name	Approval Date	Owner
COP-COM 8.1	New Faculty and Staff Employee Onboarding Checklist	8/4/2026	Professional Development Committee

New Faculty and Staff Employee Onboarding Checklist

This checklist standardizes onboarding responsibilities across departments to ensure consistent, timely, and complete onboarding experience for all new faculty and staff hires.

Human Resources Responsibilities

Pre-Arrival:

- ☐ Once hire is complete, send a notification email to:
 - Supervisor
 - Assistant Dean for Finance and Administration
 - Director of Information Technology and Operations
 - Executive Assistant

Human Resources will complete the following onboarding activities on day one:

- ☐ Complete I-9 Form
 - ☐ Review benefits information
 - ☐ Review Employee Self-Service
 - ☐ Provide instructions on how to register for University Orientation
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Director of Information Technology and Operations Responsibilities

Prior to start date:

- ☐ Set up required technology (computer, system access, etc.)
 - ☐ Set up office (arrange to fix any office issues)
 - ☐ Provide an office phone and request voicemail set up
 - ☐ Provide office key to supervisor
 - ☐ Arrange office signage
 - ☐ Add employee to appropriate email distribution lists at discretion of supervisor
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Executive Assistant Responsibilities

Upon receipt of the hiring completion email from Human Resources:

- ☐ Notify the department Administrative Coordinator to prepare an office for the new hire
 - ☐ Notify the Chair(s) of the Professional Development Committee
 - ☐ Request business cards and name tag for the new hire
 - ☐ Add employee to Org Chart, if applicable
 - ☐ Provide the new hire with the Employee Guide link on Teams
 - ☐ Request Web Communications / Creative Services Manager to create a Welcome slide for the electronic boards and add the employee to web directory
 - ☐ Add employee to Teams Channels
 - ☐ Request Carolina Card building access
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Assistant Dean for Finance and Administration Responsibilities

During the first week of hire:

- ☐ Ensure completion of applicable financial tools access forms
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Chair of Professional Development Committee Responsibilities

Upon receipt of the hiring completion email from Executive Assistant:

- ☐ Assign a committee member to oversee this procedure
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Supervisor Responsibilities

Supervisor (can request support with one week's notice from HR, Department Administrative Coordinator, or Executive Assistant)

One week prior to start date:

- ☐ Send a standard email to COP faculty and staff with the new hire's name, title, start date, department, etc.

At time of hire:

- ☐ Provide College of Pharmacy tour
- ☐ Provide brief campus tour
- ☐ Assist with parking permit
- ☐ Assist with receiving Carolina Card

During the first 3–4 weeks of employment:

- ☐ Review the employee's position description and have the employee sign the PD, if not signed at hire and if applicable
- ☐ Provide clear job expectations and responsibilities
- ☐ Complete the Planning Stage and explain performance expectations and goals, if applicable
- ☐ Review and explain the EPMS process, if applicable
- ☐ Review Track (i.e. Professional or Tenure), if applicable

When offered:

- ☐ Ensure new faculty orientation is completed, if applicable
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Related Information

[Onboarding New Employees Supervisor Tools](#)

History

Date of Revision	Revision
August 4, 2026	New policy approval