

Prior to Employee's First Day

Supervisor's Checklist for New Employees: The checklist will guide you through key tasks to complete prior to the new employee's first day.



BUFFALO STATE
The State University of New York

Welcome!

Call to officially welcome the new employee to Buffalo State after confirmation of acceptance. Confirm start date, time, location, and parking. Provide the [campus map](#), and send or provide a temporary parking permit by emailing [Parking Services](#) if needed.

Notify everyone in the department that a new employee is starting and encourage their support.

Schedule one-on-one meeting with the new employee to welcome them to your department.

Schedule meetings to introduce the new employee to team members.

Plan lunch with the new employee and include who will participate.

Preparation Logistics: Workspace, Technology, & Administrative Tasks

Ensure the new employee's work space is clean, organized, and equipped with the appropriate supplies. If there are items that need be removed, submit the [Surplus Property form](#) to [Property Control and Sustainability](#).

Request required information through the [IT portal](#). Refer to the "[Onboarding New Employees](#)" knowledge base article to submit tickets for phone, email, SharePoint, and electronic door access if needed. This information is needed before the employee can apply to receive a [parking permit](#).

Add the new employee to any Outlook calendars, SharePoint groups, internal communication, and distribution lists.

Create a transition plan for the new employee and those currently handling the tasks of the position. Define a timeline for how each task will transition to the new employee, who will be responsible for training, and who will communicate the plan to departments and colleagues across campus. A clear plan will set the expectations for the employee and assist them in being successful.

Plan initial job assignments. Be sure the new employee has the tools and information to complete their first assignment successfully. This will set the tone for productive supervisory-employee interactions to come.