



## Human Resources

## New Employee's Checklist for Onboarding

This checklist is designed to assist you in orienting yourself to Bentley and to your department. Your onboarding at Bentley begins during the recruitment process, and may continue well into your first year. Your Manager also has a Checklist to follow to make onboarding for you that much easier, and someone in the department will be available to help you through many of these steps. You will find Bentley employees to be helpful and responsive. If you have any questions about these steps, do not hesitate to ask your manager or contact your [HR Business Partner](#).



<i>Prior to Your First day of Employment</i>	Completed
Review your Offer Letter and reach out to your new Manager or HR Recruiter with any questions.	
Be sure you are aware of the start date/time/location for your first day.	
Remember to bring in your vehicle registration for your parking sticker.	
Be sure to bring in required documents for I-9 (immigration) verification.	

<i>Your First Couple of Days</i>	Completed
Set up your Bentley email accounts and passwords. (See links to New Employee Technology Overview page.) Your Manager or department Administrator has arranged for this.	
Ask for assistance with computer log-in, telephone, printers, or other office equipment.	
Visit University Police office to have I.D. photo taken. If you will need a parking sticker, bring your vehicle's registration.	
Settle in to your new space—make a list of any supplies you may need.	
If needed, visit the HR Office (Rauch 201) to finish any incomplete paperwork.	
Review My Bentley section of website-what it includes and how to access it.	
If eligible, be sure you have a Benefits Enrollment meeting scheduled.	
If eligible, be sure you have New Employee Orientation scheduled.	
Request Purchasing and Travel cards as needed, and schedule training.	
Complete your Benefits enrollment within 30 days.	

<i>During First Few Weeks</i>	Completed
Review any shared department calendars or drives.	
Add recurring departmental meetings.	
Complete Policy Reviews	
Complete/Review Workday Finance Policies	
Complete Harassment Prevention training.	

Review organizational charts (in My Bentley), identifying all key stakeholders.	
Ask your manager to review any department or division goals and strategy, providing information on key initiatives.	
Ask your manager to review your Position Description, and begin to discuss performance expectations.	
Ask about the process for requesting time off, and for submitting a timesheet.	
Get to know the other members of your department. Ask them to provide a short description of their work.	
If needed, review campus room reservation system.	
Ask your manager to schedule regular meetings as needed.	
If you supervise others, set up regular meetings with staff.	
Participate in campus-wide diversity retreat, typically held in June.	
Participate in other campus-wide activities as your schedule allows to help get involved with the Bentley community. Consider attending a Bentley athletic event or a Campus Connection activity.	
Ask your manager for performance feedback.	
Learn about and participate in Bentley's Single-Stream Recycling Program.	
Identify learning and professional development opportunities.	

Notes: