

Onboarding Navigator Checklist

The role of the onboarding navigator is to be a guide for the new employee's first few days. It is a great way to grow personally and professionally while helping new faculty & staff get off to the right start at UofL. You will be the bridge from the Employee Success Center's New Employee Orientation to their new home department.

Before the first day

- Reach out to the new employee via email to introduce yourself
- Confirm the department has completed the pre-hire onboarding checklist and is ready to welcome the new employee

First day at New Employee Orientation

- Join the new employee at lunch at orientation
- Arrange to meet them the next day at the beginning of the day

First day in the department

- Meet the new employee at the beginning of the day and accompany them to their office
- Show or tell the employee:
 - The department office hours
 - Where the bathroom is
 - Where to eat lunch. Is there a break room or kitchen?
 - Where to get coffee or water
 - Where the mailroom/printer/copier is
 - How to get around the building and need to know spots on campus
 - Who to contact for IT support
 - How to get office supplies
 - How to access the building (make sure the department manager has requested access!)
 - What the department dress code is. Do you have casual Fridays?
 - Who to contact to schedule meeting space
 - Other aspects of department culture you think are important to know
- Informally introduce them to co-workers
- Tell them about any departmental newsletters, listservs, Microsoft Teams, etc. to look for
- Walk through your department website
- Assist them with finding the address book in Outlook so they can look up UofL contacts
- Schedule a check-in at the end of their day to see how things went and answer any questions

Beyond the first day

- Schedule additional check-ins over the next few weeks
- Provide recommendations about favorite nearby lunch spots or Louisville-area questions
- Be a resource for them as needed

*Thank you for taking the time to set them up for success from the very start. Being an onboarding navigator is a small commitment with a **big** impact.*