



SOUTHERN MISS STUDENT AFFAIRS ONBOARDING CHECKLIST

The Southern Miss Student Affairs Onboarding Checklist is designed to ensure new employees are effectively integrated into their new department and the Division of Student Affairs. When done well, the onboarding process will provide our new colleagues with the basic tools, knowledge, and connections needed to smooth their transition to the Southern Miss community.

Please note that this checklist is not exhaustive. Hiring managers should consider additional needs given the position and related expectations. New employees must also complete all required university onboarding steps coordinated by the University’s Human Resources office.

New Employee Name	
New Employee Title	
New Employee State Date	
Supervisor Name	
Supervisor Title	
Department	

PRE-ARRIVAL

- Mail or email the USM Student Affairs Welcome/informational Packet—Includes:
 - AVP’s Welcome Message and description of DSA mission and goals
 - Director’s Welcome Message and description of department mission and goals
 - Divisional and Departmental organizational chart
 - Hiring Manager’s Welcome message, to include first-day tasks and plans
 - Parking pass (how much, where, when)
 - Staff ID (where, when)
 - University email (how, when)
 - HR processing (where, when)
 - Departmental tour and introductions
 - Guest parking pass with directions to acceptable parking
 - Greeting card signed by departmental colleagues

- Acquire and place needed supplies

○ Cleaned Office	○ Printer	○ Tape/dispenser
○ Office keys	○ Needed cables/ adaptors	○ Stapler
○ Chair	○ Phone and number	○ Whiteout
○ Desk	○ Pack of file folders	○ DSA Mission poster
○ Filing cabinet/ bookshelf	○ Printer paper	○ Southern Miss Creed poster
○ Cleaned computer	○ Notepad	
	○ Pens/pencils	

- Prepare schedule of initial meetings for the next month
 - Departmental meetings
 - Team meetings
 - One-on-ones with supervisor
 - Other relevant divisional and university meetings or welcome receptions
 - Campus tour with admissions tour guide
 - Directors meeting for introduction
 - List of people for the new employee to meet
 - Trainings
 - SOARFIN
 - P-Card
 - Website
 - Compliance Office (online trainings)
 - Other administrative trainings as needed

- Other Welcoming Ideas (not required)
 - Meet employee at door of building, walk them to the office
 - Prepare a welcome banner in department main office
 - Door decorations
 - Southern Miss swag (e.g., t-shirt, hat)
 - Lunch with the department
 - Update Org. Charts – Print and Web

FIRST DAY

- Facilitate a tour of the workplace
 - To include office supply closet, bathrooms, available parking, and emergency exits
- Initial meeting with Supervisor
 - Review building/department emergency action plans
 - Review initial days expectations (ID, HR, Parking, iTech/email)
 - Provide a campus map – note these locations
 - Review provided Month-One schedule
 - Note day one appointments and locations
 - Ask for and provide answers to any questions the new employee has at this time.
- Final meeting of the day: Debrief with supervisor review day two

THE REMAINING WEEK

- Share a brief history of the department and its philosophical foundations
- Share department/area norms
- Review policies of particular relevance to the department and/or position
- Discuss the supervisory relationship and mutual expectations
- Discuss position-specific workflow expectations and processes
- Share the annual performance review process and clarify work performance standards
- Review the departments and division organizational charts
- Discuss the mission of Student Affairs, connect mission to their work
- Discuss the CARES system
- Mark calendar for next division wide meeting
- Register for the New Leader Orientation?
- Add employee to needed digital team software (e.g., Microsoft Teams, Sharepoint)
- Share access information to all relevant operational software
- Discuss employee benefits (i.e. athletic tickets, meal plan, Payne Center membership, free tuition, Eagle Dining discounts).
- Debrief the week