# Onboarding Process Checklist

Once your candidate has accepted the offer and have been announced to campus by HR, the following onboarding must be completed.

1.) Your candidate is sent an invitation to complete new hire paperwork from HR within 5 business days prior to their start date.
2.) Schedule a time for your candidate to meet with HR on their first day to complete new hire paperwork. Specifically, their I-9. It's a good idea to remind them to bring their original documentation to this meeting.
3.) New employees are sent an invitation to the HR New Employee Orientation. This meeting is generally scheduled for the 3rd Monday of the month at 10:30 am. Here is what is covered:
    1. The C.A.R.E. Guide Overview and Safety Training
    2. Introduction to CSP including Mission, History, Lutheran Identity and Program information.
    3. Benefits election. (It is helpful if they bring their laptop and benefits folder to the orientation.)
4.) New employees will need to speak to Security for their employee ID. Generally on their first day.
5.) Prior to their arrival it is advised you: Have a work space and computer/phone etc. for them as well as some office supplies. It is also a good idea to have a schedule of things for them to do, people to meet with etc. during their first week.
6.) It is also advised you review expectations and what will be covered in their introductory review.
7.) During their first 60 days all new employees must complete the 4 required HR trainings through Safety Skills. These trainings include:
    1. Title IX
    2. Diversity
    3. Avoiding Harssment
    4. FERPA