

GEORGIA STATE UNIVERSITY
COLLEGE OF LAW

New Employee Onboarding Checklist

Onboarding involves welcoming you as a new employee into our organization, and ensuring that you have the resources needed to succeed. This onboarding checklist is a tool designed to assist you in the onboarding process.

| EMPLOYEE INFORMATION | | | |
|---|--|--|---|
| Name: | | Start Date: | |
| Position Title: | | Direct Supervisor: | |
| Department: | | Location: | |
| UNIVERSITY HUMAN RESOURCES DEPARTMENT 404.413.3300 | | | |
| <input type="checkbox"/> New Employee Sign-Up in University's HR Department <input type="checkbox"/> Schedule University Orientation | | | |
| COLLEGE OF LAW HUMAN RESOURCES | | | |
| Anjelica Lymon, College HR Officer 404.413.9065 | | | |
| <input type="checkbox"/> Review Human Resources Procedures. | <ul style="list-style-type: none"> • ADP • Vacation/sick leave/FMLA • Holiday Schedule • Time and leave reporting/Overtime • Provisional/Annual Performance reviews • Dress code • Personal conduct standards | <ul style="list-style-type: none"> • Progressive disciplinary actions • Confidentiality • Harassment policies • Employee Identification numbers • Parking • Computer ID Request • Furloughs (If applicable) | |
| COLLEGE OF LAW ADMINISTRATIVE SERVICES | | | |
| Ken Walsh, Director of Administrative Services 404.413.9090 | | | |
| <input type="checkbox"/> Review administrative procedures. | <ul style="list-style-type: none"> • Office/desk/work station • Keys • Equipment purchase requests • Emergency management | <ul style="list-style-type: none"> • Telephones • Building access • Security | |
| COLLEGE OF LAW BUSINESS & ADMINISTRATIVE SERVICES | | | |
| Robin Simpson, Message Center Coordinator 404.413.9098 | | | |
| <input type="checkbox"/> Review various business and administrative procedures. | <ul style="list-style-type: none"> • Mail (incoming and outgoing)/UPS Shipping • Telephone Directories • Business Cards • Room Reservations • General Office Supplies | | |
| COLLEGE OF LAW BUSINESS MANAGEMENT | | | |
| Mignon Jackson Jones, Business Manager 3 404.413.9096 | | | |
| <input type="checkbox"/> Review key business management policies. | <ul style="list-style-type: none"> • Vouchers • Payment requests/Invoices • Vendor requests • Expense reports | <ul style="list-style-type: none"> • Travel • Reimbursements • Purchasing/P-Cards • System Access | |
| FACILITIES MANAGEMENT | | | |
| York Singleton, Facilities Coordinator 404.413.9095 | | | |
| <input type="checkbox"/> General Facility Information | <ul style="list-style-type: none"> • Facilities setup • Restrooms • Copy Rooms | <ul style="list-style-type: none"> • Fax machines • Printers • Kitchen(s) | <ul style="list-style-type: none"> • Break room(s) • Coffee/vending machines • Emergency exits |
| INSTRUCTIONAL TECHNOLOGY | | | |
| Terrance Manion , Director of Technology 404.413.9108 Samir Majmundar, Lead PC Systems Specialist 404.413.9114 | | | |
| <input type="checkbox"/> Computer ID <input type="checkbox"/> Hardware and software reviews | <ul style="list-style-type: none"> • E-mail • Intranet • Microsoft Office System | <ul style="list-style-type: none"> • Databases • Internet • Shared data | |

DEPARTMENTAL/POSITION INFORMATION (Immediate Supervisor)

- ☐ Tour and introductions to department staff and key College of Law personnel.
- ☐ Coverage of departmental specific policies and procedures.
- ☐ Review work schedule, initial job assignments and training plans.
- ☐ Review job description and performance expectations and standards.

The College of Law is committed in helping you to make an enjoyable transition into your new position!