

The Supervisor's Guide to Successfully Onboarding Employees

Welcome to the onboarding process!

The Executive Office Human Resources (EOHR) team will cover the following topics when meeting with your new hires on their first day:

- **I-9 Completion**
- **Workday and Payroll Essentials**
- **UW & Executive Office Required Trainings**
- **Husky Card Access**
- **UW Resources and Helpful links**

Note: In addition to first day activities, if your employee is moving into a managerial role, the Associate Director of Employee Relations will schedule a meeting with your employee within the first month of employment to discuss the resources they can provide to them as a new UW manager.

The EOHR team is always available for any follow-up questions your new employee may have. Please direct them to us for further guidance at eohr@uw.edu.

As supervisor, you are responsible for ensuring the following onboarding tasks are completed:

- **Complete Telework Agreement (if applicable):** [Hybrid](#) or [100% remote](#) (NOTE: 100% remote requires VP-approval).
- **Setup Equipment, Technology, and Workspace**
- **Enable Building/Facilities Access**
- **Grant Access to Appropriate Systems and Applications/Programs**
- **Complete Any Department or Position-Specific Trainings**
- **Develop a First Day/First Week Schedule:** Properly orient your employee to your department. This could include the establishment of standing team meetings and 1:1 check-ins, as well as scheduling a first-day coffee or lunch.
- **Confirm the New Hire's Position Duties/Responsibilities**
- **Familiarize the New Hire with Your Unit's Internal Processes and Best Practices:** For example, explain the process/route to request time off before officially submitting the request into Workday.

Additional Resources

- **UWHR's [Onboarding Toolkit](#):** Includes detailed checklists and tips for a successful set.
- **[Performance and Professional Development Page on the EOHR Website](#):** Review this page to support ongoing success as a supervisor beyond the onboarding process.
- **UWHR's [Best Practices & Key Ideas Guide](#):** Discover top tips and proven approaches for employee engagement, workplace culture, career development, onboarding, mentoring and more.