PRIOR to the New Hire's Start Date

The **HRBP** emails the finalist a formal offer letter contingent upon a satisfactory background check and references. The letter includes a proposed start date and instructions on how to complete the pre-hire requirements.

The **finalist** successfully completes their pre-hire requirements.

The **HRBP and HR team:**

- enter the new hire into Banner
- email the supervisor with their Y# & email address
- assign a mentor and emails the contact information to the new hire with a copy to the supervisor
- assign required training and the performance evaluation in NeoGov (employees hired between 4/1 and 6/30 are not assigned a current year performance evaluation due to the short timeframe)

After receiving the email confirming Banner entry, the **supervisor:**

- reviews the supervisor training and onboarding checklist
- submits the New Hire Onboarding Form, IT forms (access manager & computer request), facilities access forms, print code and business card requests
- prepares the new hire's first day schedule and includes in the welcome letter email
- reviews the job description, responsibilities, and expectations for discussion with the new hire on Day 1
- creates a training plan and assigns team member(s) to be their guide (as appropriate)
- Sets up their workspace