



New Employee Checklist for Onboarding

Overview

This checklist is designed to assist you in orienting yourself to Bentley and to your department. Your onboarding at Bentley begins during the recruitment process, and may continue well into your first year. Your Manager also has a Checklist to follow to make onboarding for you that much easier, and someone in the department will be available to help you through many of these steps. You will find Bentley employees to be helpful and responsive. If you have any questions about these steps, do not hesitate to ask your manager or contact your [HR Business Partner](#).

Prior to Your First Day of Employment

| CHECKLIST ITEM | PRIORITY |  |
|--|----------|--|
| Review your Offer Letter and reach out to your new Manager or HR Recruiter with any questions. | | |
| Be sure you are aware of the start date/time/location for your first day. | | |
| Remember to bring in your vehicle registration for your parking sticker. | | |
| Schedule your I-9 verification appointment with Human Resources. Section 1 of the Form I-9 must be completed <i>on your first day</i> , and Section 2 within <i>3 business days of hire date</i> , in accordance with USCIS regulations. | | |



Your First Couple of Days

| CHECKLIST ITEM | PRIORITY |  |
|---|----------|---|
| Set up your Bentley email accounts and passwords. Your Manager or department Administrator has arranged for this. | | |
| Ask for assistance with computer log-in, telephone, printers, or other office equipment. | | |
| Visit University Police office to have I.D. photo taken. If you will need a parking sticker, bring your vehicle's registration. | | |
| Settle into your new space - make a list of any supplies you may need. | | |
| Visit the HR Office (Rauch 201) to complete the Form I-9 and any other incomplete paperwork (if applicable). | | |
| Review "MyBentley" section of the Bentley website - what it includes and how to access it. | | |
| <i>Staff members only:</i> RSVP to New Employee Orientation (refer to email from HR Learning & Development with details). | | |
| Request Purchasing and Travel cards as needed, and schedule training. | | |
| Complete your Benefits enrollment within 30 days. If needed, contact the Benefits team via GA_benefits@bentley.edu for assistance. | | |



During Your First Few Weeks

| CHECKLIST ITEM | PRIORITY |  |
|--|-----------------|---|
| Complete Policy Reviews and Workday Finance Policies. | | |
| Complete Harassment Prevention training. | | |
| Review any shared department calendars or drives. | | |
| Add recurring departmental meetings. | | |
| Ask your manager to review organizational charts (in My Bentley), identifying all key stakeholders. | | |
| Ask your manager to review your Position Description, and begin to discuss performance expectations. | | |
| Ask about the process for requesting time-off, and for submitting a timesheet. | | |
| Get to know the other members of your department. Ask them to provide a short description of their work. | | |
| If needed, review campus room reservation system. | | |
| Ask your manager to schedule regular meetings as needed. | | |



During Your First Few Weeks (Cont.)

| CHECKLIST ITEM | PRIORITY |  |
|---|----------|---|
| Participate in other campus-wide activities as your schedule allows to help get involved with the Bentley community. Consider attending a Bentley athletic event or a Campus Connection activity. | | |
| Ask your manager to review any department or division goals and strategy, providing information on key initiatives. | | |
| Participate in campus-wide diversity retreat, typically held in June. | | |
| If you supervise others, set up regular meetings with staff. | | |
| Learn about and participate in Bentley's Single-Stream Recycling Program. | | |
| Identify learning and professional development opportunities. | | |

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