## Onboarding Benchmarks - Supervisor

### On or Before Day 1
- Welcome letter/Offer letter
- If new employee is relocating for the position, encourage them to visit the relocations website and/or connect with the Life/Work Connections team. It is best to initiate discussions about household goods/relocation as soon as possible, particularly if the employee is relocating during the summer when the moving industry is at peak capacity.
- Set up:
  - workspace
  - e-mail
  - computer
  - keys
  - mailbox
- Staff directory
- Office/campus map
- Send e-mail to department about new hire
- Assign a mentor
- Role audit
- Create a stakeholder map

### 1st day/week
- Review Employee Work Profile/Position Description
- If not completed before Day 1, assign a mentor
- Schedule training
- Discuss supervisor expectations/goal setting:
  - Policies on leave, compensatory time, timesheets, dress, etc.
  - Review how the Mason vision/mission/values are reflected in the employee’s job
- Give a tour of the office, restrooms/kitchen/campus
- Introduce to staff/faculty
- Have lunch with new hire
- Supplies
- Order business cards
- Check-in at the end of the first day

### By 3rd month
- Check-in meeting
- Review Employee Work Profile/Position Description - discuss
- Review performance
- Make sure new hire participated in required trainings

### 6 months
- Classified Staff
  - 6-month review

### Notes:
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### 11 months
- Classified Staff
  - End of probation period discussion

### Notes:
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(Return to Hiring Process Steps)