

This checklist is for supervisors to ensure the successful onboarding of new employees at SUNY Cobleskill.

Goals

- To ensure the employees feel welcomed, prepared and supported from the first day of their employment.
 - To ensure that all employees receive the same critical information and training, preventing gaps in knowledge or inconsistencies.
 - To communicate roles, expectations and workflows quickly, leading to better outcomes and success.
 - To help build relationships with colleagues, foster teamwork and collaboration.
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Prior to Start Date

- Workspace is set up and ready for the employee. Ensure there is a computer, if not order one.
[Facilities Service Request](#)
[Key Requests](#)
[ITS Ticketing System](#)
- Put in a ticket to update phone display and number if necessary.
[Phone Update Ticket](#)
- If access is needed to anything else (i.e. Banner, shared drives, or other software) request through the ITS helpdesk.
[Brightspace Support Ticket](#)
[Software Installation Request](#)
[Campus Systems Request](#)
- Send e-mail to the department to welcome the new employee.
- Confirm with employee that they have made an appointment to meet with HR on or prior to their start date.

*Human Resources orders the first set of business cards, desk sign and nametag for new employees. Any additional orders of these things would need to be done through the departments.

First Day

- Be available to greet employee on the first day and introduce to other staff members and people in the building they may be working with.
 - Make sure the employee can access their e-mail and has been granted account access.
 - Confirm with employee they have completed their new hire paperwork, including I-9 form with 2 IDs, with HR and Payroll Office. If they have not done so, please make time in their first day to complete it and make an appointment to turn it in with HR and Payroll.
 - Obtain keys from Facilities Management
 - Obtain parking permit from UPD in Johnson Hall and inform them of appropriate parking areas for them.
 - Take employee on building/campus tour.
 - Discuss lunch protocol, work schedule, how to submit timesheets, how to request time off, and call-in procedures. If you have questions regarding timesheets, please reach out to the Payroll Office at 518-255-5412.
[Time and Attendance System](#)
 - Discuss accident reporting procedures.
[Accident/Injury Reporting Form](#)
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First Week

- Provide timely and on-going feedback and entertain any questions they have.
- Obtain Coby Card (Coby Card might take a week from hire date to be available). Form for ID is provided in the employee's new hire packet and they should have it to bring to the Coby Card Office with them after meeting with HR/Payroll.
- Review the process related to the probationary period (Classified Staff only). If you have questions regarding the probationary period, please reach out to Human Resources at 518-255-5423.
- Make sure employee signs up for the NY Alert System/Everbridge: <https://www.cobleskill.edu/nyalert/index.aspx>. Briefly discuss

basic emergency procedures with the employee and advise them on where to find the **Emergency Preparedness Responses** book in your area as well.

First Month

- Within 30 days of hire, complete and review the employee's performance plan. Send a signed copy to the HR Office.
[UUP Performance Plan](#)
[CSEA Performance Plan](#)
 - Make sure new employee has attended or signed up to attend the New Employee Orientation that is held by HR once a month.
 - Discuss mandatory trainings with new hire and ensure that they are completing them timely.
 - Check in with the employee to make sure that they have made connections on campus and that they are feeling comfortable in the campus community and with their job responsibilities. Regular check-ins are suggested.
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Other Notes

- For faculty hires – Department Chair will provide important dates for binders and renewal procedures that will be sent out over the summer from HR.
 - For professional hires – discuss that HR will initiate their renewal paperwork in Interview Exchange. During the first year of hire their notice is 3 months prior to the end of their contract, unless they are a college year employee whose contract ends in June, July or August – then their notice date due March 31st. An evaluation will need to be done on the performance program that should already be on file. This generally will happen 2 months prior to the notice date in order to have approvals done timely and will be attached to the Professional Renewal requisition in Interview Exchange.
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Mandatory Trainings

- Title VI - [Title VI Employee Training \(2025\)](#)
- Title IX - [Title IX Employee Training \(2026\)](#)

- Ethics Training - [On-Demand Comprehensive Ethics Training \(2025\)](#)
- Internal Controls
- [Right to Know Training](#)
- [Alcohol and Controlled Substances in the Workplace Training \(2025\)](#)
- [Sexual Harassment Training \(2025\)](#)
- [Preventing Harassment & Discrimination](#)
- [Executive Order 31 \(2025\)](#)
- [Child Sexual Abuse Reporting & Prevention Policy \(2025\)](#)
- [Cybersecurity Training \(2025\)](#)