# Onboarding Checklist

*Use this checklist as a guide for planning your own on-boarding experience for new hires. This checklist was designed for positions that work with students in determining appropriate accommodations.*

* *Courtesy of Kimberly Doan, Former Senior Associate Director of StAAR at Tufts University.*

**Prior to Arrival:**

* Communications/Access
* Email and calendar access
* Phone line for office
* Sign for door with name/office number
* Computer log in access
* Department and team announcements
* Office key
* System access request/permissions
* Office database system
* University database(s)
* Key to office (should be left from previous staff member unless office is new)
* Scheduling
* Meetings with supervisor
* Meetings with key collaborators
* Welcome lunch w/ office staff
* Admissions tour
* Initial week of on-boarding planning
* HR orientation
* Any relevant trainings held by the university
  + - Institutional offered professional development trainings
    - Invite to all relevant team and university-wide meetings
* Finance-related
* Request purchasing card
* Request travel card
* Managing vacation, sick and personal days

**After Arrival:**

* On-boarding and training
* Welcome meeting during first morning
* Overview training of databases
* Tour of the space and building
* Introduction to colleagues and key collaborators
* University ID card and/or key access
* First day and first week debrief with supervisor
* Training topics (specific to role)
* Learning DSO specific technology systems
* Overview of common office processes (registration, documentation, scheduling, accommodation letters)
* Communication best practices
* Intake training
* Navigating complex parent situations
* Supporting instructors and campus partners
* Specific accommodation programs (note-taking, alt text, housing, dining, parking, transportation)
* Diversity, equity, inclusion, and belonging on campus
* Learning institutional specific systems
* Academic course topics (course registration, academic departments/programs, student resources, and more)