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STELLENBOSCH UNIVERSITY (SU)
CHECKLIST FOR ONBOARDING OF NEW EMPLOYEES
(Job levels 19 – 5)

Name of new employee	
Date of appointment	
Job title	
Department/Division	
Direct line manager	

ENSURE THAT THE FOLLOWING IS COMPLETED/TAKES PLACE BEFORE COMMENCEMENT OF DUTIES	RESPONSIBLE PERSON	NOTES
Invites new employee to report to Human Resources on 1st working day Complete all the necessary forms - Acceptance documentation - Health Care options - Package structuring - Copy of ID/Passport/Work Permit - Beneficiary forms (Death benefits and Group Life Insurance) Informs new employee about: - Human Resources policies and procedures - Relevant institutional information (IT, Library Services, Campus Health, etc.) - Onboarding event and what it will entail - Area on HR Website (http://www0.sun.ac.za/hr/) (On-boarding) where relevant information can be obtained.	HR Practitioner	Invitation as part of e-mail correspondence

ENSURE THAT THE FOLLOWING IS COMPLETED/TAKES PLACE IN THE 1st WEEK	RESPONSIBLE PERSON	NOTES
Obtain: - Staff card - A parking disc - Access codes	Secretary	1st day
Obtain access to: - A computer (e-mail) - A telephone and important contact numbers - Office equipment	Secretary	1st day
Familiarise yourself with: - Working hours - Immediate work environment (own and other important buildings) - Dress code - Smoking areas - Parking arrangements	Line manager and secretary	
Familiarise yourself with the following with regard to your job and work environment: - Meetings and other communication processes - The business plan (vision/mission/goals) of your environment - Requirements of your job (job description) / duties - Your performance standards (work agreement) - The structure of your environment - Your colleagues and main clients	Line manager and secretary	
THE FOLLOWING MUST BE CLARIFIED WITHIN THE FIRST 3 MONTHS OF EMPLOYMENT:	**RESPONSIBLE PERSON**	**NOTES**
Work agreement	Line manager	
Job description / Duties	Line manager	
Personal Development Plan (PDP)	Line manager	

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NEW EMPLOYEE: Signature   **DATE**

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LINE MANAGER: Signature   **DATE**

February 2016