

ONBOARDING CHECKLIST

ONBOARDING ACTIONS REQUIRED BY HUMAN RESOURCES

I-9 COMPLETION

On your new employee's first day, please schedule an appointment for them to visit Human Resources to present original documents establishing their identity and eligibility to work in the United States (such as a passport or the combination of a driver's license and social security card). You may review a complete list of acceptable documents on our website.

PEPPERDINE ID CARD

Malibu and Calabasas Campus Employees - To expedite the ID card process, please ask your employee to email a front-facing photo of just their face to employment@pepperdine.edu. Please be sure they adhere to the University "Selfie Guidelines" available for review here. If preferred, your employee may also have their ID card picture taken by Human Resources on their first day.

West LA and Irvine Campus Employees - Your employee will have their ID card picture taken on their respective campus.

NEW EMPLOYEE ORIENTATION ATTENDANCE

New Employee Orientation (NEO) is held at the Malibu campus on the third Monday of each month and attendance is required for all new staff. New employees will receive an email invitation, and their direct supervisor will be invited to join them for lunch from 12pm-1pm.

OTHER ONBOARDING SUGGESTIONS

BEFORE THE FIRST DAY

- Prepare the employee's workspace. Clean the working area, stock the desk with office supplies, order business cards, and purchase flowers or a plant.
- Complete the New Computer Setup form in Etrieve to schedule an appointment with IT.
- Register your employee for IT trainings. See the IT Training and Event Calendar for a comprehensive list of offerings.
- Call or email your employee to provide them with information about their first day, including dress code guidelines, what time to arrive, where to park, and whether lunch will be provided for them.

FIRST DAY CONSIDERATIONS

- Provide an office and campus tour and introductions to coworkers.
- Discuss University policies, departmental expectations, and Kronos timekeeping procedures.
- Discuss the introductory period and related expectations.

Please visit the Recruitment Guide to find the full Onboarding Guide beginning on page 27.