



Supervisor Onboarding Checklist (2-4 weeks before start date)

Communication (Please contact comms team if you need help thinking through your plan)

- Does your team know about the new staff member?
- Are there any other people that need to know before an announcement is made (their ministry area across campuses, their campus staff, key volunteers)
- Did all people who interviewed receive a response before the hire is announced?
- Does an email need to go to volunteer teams, partners, or all-campus?
- Staffing updates will happen 1-2 times per month to update our entire staff on new hires and transitions

Hospitality

- Begin communication 10 days out: welcome email or phone call telling them what to do on their first day and what it will entail. Use this time to support HR in getting forms completed.
- Do they have a desk if you work in an office setting?
- Ask Kayla for their welcome bag.
- Make arrangements to meet them at the door when they arrive, introduce them to other staff, and help get them settled.
- Give them a tour.
- Make sure they are aware of key meetings for each day.
- If part-time, encourage Staff Prayer on Tuesdays and opportunities to connect.

Partnership

- Connect your new staff member to the connect team member at his/her campus to initiate the process of partnership.
 - Have him/her attend Discovery & sign a partner covenant.