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

<b>Name of new employee</b>		
<b>Date of appointment</b>		
<b>Job title</b>		
<b>Department/Division</b>		
<b>Direct line manager</b>		
<b>ENSURE THAT THE FOLLOWING IS COMPLETED/TAKES PLACE BEFORE COMMENCEMENT OF DUTIES</b>	<b>RESPONSIBLE PERSON</b>	<b>NOTES</b>
<p>Invites new employee to report to Human Resources on 1<sup>st</sup> working day</p> <p>Complete all the necessary forms</p> <ul style="list-style-type: none"> <li>- Acceptance documentation</li> <li>- Health Care options</li> <li>- Package structuring</li> <li>- Copy of ID/Passport/Work Permit</li> <li>- Beneficiary forms (Death benefits and Group Life Insurance)</li> </ul> <p>Informs new employee about:</p> <ul style="list-style-type: none"> <li>- Human Resources policies and procedures</li> <li>- Relevant institutional information (IT, Library Services, Campus Health, etc.)</li> <li>- Onboarding event and what it will entail</li> <li>- Area on HR Website (<a href="http://www0.sun.ac.za/hr/">http://www0.sun.ac.za/hr/</a>) (Onboarding) where relevant information can be obtained.</li> </ul>	HR Practitioner	Invitation as part of e-mail correspondence

<b>ENSURE THAT THE FOLLOWING IS COMPLETED/TAKES PLACE IN THE 1<sup>st</sup> WEEK</b>	<b>RESPONSIBLE PERSON</b>	<b>NOTES</b>
Obtain: <ul style="list-style-type: none"> <li>- Staff card</li> <li>- A parking disc</li> <li>- Access codes</li> </ul>	Secretary	1 <sup>st</sup> day
Obtain access to: <ul style="list-style-type: none"> <li>- A computer (e-mail)</li> <li>- A telephone and important contact numbers</li> <li>- Office equipment</li> </ul>	Secretary	1 <sup>st</sup> day
Familiarise yourself with: <ul style="list-style-type: none"> <li>- Working hours</li> <li>- Immediate work environment (own and other important buildings)</li> <li>- Dress code</li> <li>- Smoking areas</li> <li>- Parking arrangements</li> </ul>	Line manager and secretary	
Familiarise yourself with the following with regard to your job and work environment: <ul style="list-style-type: none"> <li>- Meetings and other communication processes</li> <li>- The business plan (vision/mission/goals) of your environment</li> <li>- Requirements of your job (job description) / duties</li> <li>- Your performance standards (work agreement)</li> <li>- The structure of your environment</li> <li>- Your colleagues and main clients</li> </ul>	Line manager and secretary	
<b>THE FOLLOWING MUST BE CLARIFIED WITHIN THE FIRST 3 MONTHS OF EMPLOYMENT:</b>	<b>RESPONSIBLE PERSON</b>	<b>NOTES</b>
Work agreement	Line manager	
Job description / Duties	Line manager	
Personal Development Plan (PDP)	Line manager	

\_\_\_\_\_  
**NEW EMPLOYEE: Signature**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**LINE MANAGER: Signature**

\_\_\_\_\_  
**DATE**