**Graduate Employee Onboarding Checklist**

*for use by GEs and Supervisors*

This checklist includes CBA-required information. Hiring units may also add their own onboarding items.

**GE Assignment Details**

* All GE paperwork has been completed and processed (essential for GE paycheck distribution)
* Supervisor’s name and contact information provided.
* Assigned role and FTE specified.

**GE Training**

* Required GE trainings/ meetings have been discussed.
* Department has assisted GE with identifying other relevant GE training opportunities.
* GE safety procedures have been reviewed and discussed.

**Office Space**

* Reasonable office or desk space
* Reasonably secure storage for books, papers, supplies related to GE position.
* Access to
	+ computer
	+ private meeting space
	+ telephones
	+ internet access
	+ office supplies
	+ photocopies
	+ printouts
	+ all other materials required for the GE’s work assignments

\*See [GTFF CBA](https://hr.uoregon.edu/graduate-teaching-fellows-federation) for more details about GE office space requirements

**GE Supervision and Evaluation**

* Supervisor and GE have reviewed…
	+ workload allocation (may use workload allocation form)
	+ GDRS (located on Division of Graduate Studies website by Department)
	+ GE evaluation processes
	+ How GE duties will be covered when GE is on sick leave
	+ How GE duties will be covered when a GE takes a planned absence (e.g., attends a conference)
	+ Other types of GE leave and work coverage