

NEW STAFF/STUDENT ON-BOARDING CHECKLIST

New member: _____

Person conducting on-boarding: _____

On-boarding date: _____

LAB MANUAL		
1	Lab manual sent and reviewed, Lab Manual Signature Form signed and returned.	<input type="checkbox"/>
2	Mentor-Mentee Agreement returned (<i>required for all grad students and postdocs, optional for staff and other students</i>)	<input type="checkbox"/>
OCCUPATIONAL HEALTH		
1	Initial medical questionnaire submitted http://occhealth.msu.edu/files/attachment/103/original/ANIMALINITIALMEDICALQUESTIONNAIRE011082013.pdf	<input type="checkbox"/>
2	Rabies Surveillance submitted http://occhealth.msu.edu/files/attachment/105/original/RabiesSurveillanceSheetwithvaccinerecord.pdf	<input type="checkbox"/>
TRAVEL ARRANGEMENTS		
1	Blanket request for in-state travel submitted via Concur (must include motor pool expense)	<input type="checkbox"/>
2	Driver verification submitted to LCS Department office (LCS.SCS.Admin.Support@cvm.msu.edu): <ul style="list-style-type: none"> - Staff: https://rmi.msu.edu/assets/rmidocuments/empdrivercert.pdf - Students: https://rmi.msu.edu/assets/rmidocuments/midriverrequest.pdf <i>Tammy Pike in the LCS office should be listed as the contact person.</i> 	<input type="checkbox"/>
IACUC TRAINING (required for ALL)		
1	IACUC Tutorial: https://bit.ly/ACP-1813-SCOb	<input type="checkbox"/>
2	Biosafety: https://abilitylms.msu.edu/MSU/LearnerWeb_PTMTM.php?ActionID=Assign&GroupID=EHS-T-1448#bio	<input type="checkbox"/>
3	Species-Specific (Cattle): https://abilitylms.msu.edu/MSU/LearnerWeb_PTMTM.php?ActionID=LaunchPage&CourseID=ACP-1814-SCO	<input type="checkbox"/>
4	Students must log in (just access) the IACUC portal so they can be added to protocols: https://click.researchadmin.msu.edu/IRB	<input type="checkbox"/>
5	New person added to relevant active IACUC protocols (once training is completed)	<input type="checkbox"/>

EHS TRAINING		
1	New person added to relevant Ability training tracks (might depend based on responsibilities (lab vs. field work, etc.))	<input type="checkbox"/>
2	All required online training is completed	<input type="checkbox"/>
3	Site-specific training (bloodborne) is completed, and signed form is filed	<input type="checkbox"/>
BUILDING ACCESS / DESK SPACE		
1	New person received keys to relevant spaces if approved by Dr. Abuelo (list key(s) received): _____	<input type="checkbox"/>
2	Card-access has been enabled (for staff and grad students, make sure it includes garage)	<input type="checkbox"/>
3	For grad students and staff, ensure desk space has been assigned. <i>Other students do not get desk space.</i>	<input type="checkbox"/>
SOFTWARE NEEDS		
1	Discuss software needs (e.g., statistical software, GraphPad, etc.)	<input type="checkbox"/>
2	Provide Endnote license	<input type="checkbox"/>
COMMUNICATIONS / FILE STORAGE		
1	New person has access to Lab's Teams and relevant channels	<input type="checkbox"/>
2	Communication policies in lab manual are discussed (staff and grad students should install Teams app in their phones)	<input type="checkbox"/>
3	Cell number is recorded: _____	<input type="checkbox"/>
4	Lab policy of keeping ALL files on the cloud (Teams) is reinforced	<input type="checkbox"/>
LAB MEETINGS		
1	Share dates of weekly lab meetings (required for staff & grad students, optional for rest)	<input type="checkbox"/>
2	Share dates for journal clubs (required for grad students and post-docs, optional for staff and other students)	<input type="checkbox"/>
OTHER TRAINING		
1	Consider additional online training (e.g., Flow Cytometry training)	<input type="checkbox"/>