

New Employee Pre-arrival Checklist

The new employee orientation process begins before the employee comes to work. Planning ahead for your new employee's arrival will allow you to spend productive time on that first day.

Before the employee arrives you should:

- Let everyone in your unit know that a new person is starting, and if you haven't already, make clear what the person's job will be.
- Ask the other staff members to welcome the new employee and share the start date and workspace assignment.
- Prepare interesting tasks for the employee's first date.
- Make a copy of the job description and unit/department organizational chart(s).
- Make sure the employee's work location is available, clean, and organized.
- Make sure a copy of any personnel policy manual or contract is available for the new employee
- Contact HR to set up a New Employee Orientation session.
- Try to identify a staff member to act as a buddy or mentor for the first week or so. Be sure to discuss with the staff member the expectations.
- Put together a list of key people the new employee should meet and speak with to get a broader understanding of their roles and some of the history of the department.
- Draft a training plan for the new employee's first few months