

Supervisors Checklist for New Employee Orientation

A new employee may be anxious about starting a new job. Try to create a comfortable environment and remember not to overwhelm the employee.

On the first day you should:

- Give a warm welcome and discuss the plan for the first day
- Tour the employees assigned work space
- Explain where rest rooms, refreshments, and break areas are located
- Arrange for required keys
- Have employee complete any unfinished hiring paperwork
- Try to make or arrange lunch plans with the new employee.
- Tour the building and immediate area and introduce the new employee to other staff members
- Introduce the new employee to the staff member who has agreed to be a buddy for a couple of weeks (if appropriate).
- Review and then sign job description
- Go over all items on **Employee Orientation Checklist**
- Send employee to New Employee Orientation.
 - o Pre-scheduled through the Office of Human Resources within 10 days of hire date.
- Review the department or unit organizational chart and explain its relationship to campus
- Customer Service Philosophy
- Confidentiality expectations
- Ethics Training process

During the First Week:

- Review employee work area to ensure needed equipment is in place
- Set up a brief meeting with the employee and the assigned buddy to review the first week's activities (if appropriate)
- Schedule introductory meeting with Department Head or Chair

Within the First Month of Employment:

- Meet with employee to review:
 - o Job description
 - o Performance standards
 - o Work rules
- Encourage employee to ask questions, express concerns