

Employee Name	Position	Employment Date

Things to Do Before the New Employee Begins Work

- Does the new employee know where, to whom and at what time to report on the first day?
- Have co-workers been informed of the new employee (name, title, start date)?
- Has a desk or office been prepared with appropriate supplies?
- Has an email address been established? Has his/her name been added to appropriate lists?
- Does the new employee have an ID badge?
- Has a name plate for the new employee been ordered?
- Does the new employee know where to park?
- Has a co-worker been assigned to help acclimate, mentor and/or train the new employee?
- Has a mailbox been established for the new employee?
- Do any keys need to be ordered for the new employee?

Things to Do on Employee's First Day or Week of Work

- Introduce new employee to others, both inside and outside of site/department
- Provide a tour of the facility (location of restrooms, lounge, vending machines, where to store personal belongings, first aid supplies, copiers, fax machines, supplies, etc.)
- Introduce employee to co-worker who will serve as go-to person for first week at work
- Discuss job description/duties with new employee
- Provide an overview of the school or department and how it fits in with the overall organization—use an organizational chart. Remember to provide information on committees and other professional organizations if pertinent to the assignment
- Explain work hours, work calendar, and procedures for breaks and time off, such as personal days, sick leave or vacation, and who to contact if employee cannot come to work
- Explain payroll timesheet procedures. Is the employee clear on how to access payroll information?
- Explain any expectations regarding appropriate attire
- Review emergency procedures and emergency closing information
- Provide an overview of where information is kept on the computer
- Set up a plan for immediate training (i.e., telephone, computer)
- Explain how the group celebrates and ask if he/she is comfortable taking part
- Touch base with employee at the end of the first day to see how he/she is doing

Things to Do on Employee's Third or Fourth Week

- Discuss performance expectations – are they clear?
- Ask the employee if he/she has any questions or concerns
- Discuss any areas in which the employee needs assistance or training
- Ask the employee how he/she would like to receive feedback
- Set up regular times to meet with the employee
- Ask for feedback on the new employee's transition

