

NEW EMPLOYEE ORIENTATION MANAGER'S CHECKLIST

Employee's Name: _____ Start Date: _____

Manager: _____

Note: When planning for a new employee's arrival, please allow sufficient lead time for the ordering and setup of computer equipment, system / network access, and / or the creation of e-mail accounts, and phone installation. Please contact Information Technology well in advance.

Check when completed

Prior To A New Employee's Start Date: *The following should be considered prior to a new employee's start date*

- Setup the new employee's work area (including phone, computer, office supplies)
- Develop an agenda for the new employee's orientation to the department (notify those persons who are expected to be involved in the orientation process)
- Notify department staff of the new employee's start date

Day One: *The following should be completed on the first day of employment*

- Visit Human Resources Office to complete required new hire paperwork
- Schedule the new employee to attend the Human Resources Employee Orientation Program
Date scheduled / attended: _____
- Visit the Department of Public Safety for employee photo ID and parking sticker (need to visit Human Resources Office first to obtain an employee number)
- Visit Support Services to have employee photo ID coded for copying services (if applicable)
- Campus and Department Tour (including location of dining areas, rest rooms, appropriate parking location)
- Introduction to coworkers

Week One: *The following should be reviewed / completed within the first week of employment*

- Job Description / Responsibilities
- Training Schedule (including any regulatory training that may apply)
- Department Standards
- Performance Appraisal Process
- Review the use of Department equipment (fax, copy machine, etc.)
- Phone / Voicemail setup / Dialing instructions (campus telephone directory)
- Office Key (if applicable)
- Computer Applications (e-mail, department specific applications)
- Systems Training (i.e., Banner)

Other Things To Consider:

- Ordering business cards, name tags, etc. (if applicable)
- Travel policy / guidelines
- Other members of the Bryant community the new employee should meet

OSHA Required Training - applies to employee groups noted:

- Hazardous Substances - (Facilities, Public Safety)
- Blood-born Pathogens – provided by Health Services (Facilities, Public Safety, Athletics)