

Pre-Arrival Checklist

- Call to officially welcome the new hire to Smith after confirmation of acceptance.
- Send an informal announcement/e-mail to everyone in the department announcing the new hire.
- Prepare the new hire's workspace with appropriate supplies and make sure that it is clean and ready.
- Order name plate and business cards, if applicable (confirm preferred name with new employee).
- Order keys.
- Contact ITS regarding phone and computer set-up. Get user name and password.
- Identify access and training needs using a department-specific checklist, if necessary.
- Determine who will take the new hire to lunch on first day.
- Review professional calendar to schedule appropriate meeting times during the new hire's first month.
- Prepare the first day and first week agenda for the new hire.
- Assemble pertinent information for the new hire:
 - Divisional/departmental goals/mission/vision
 - Departmental organizational chart
 - Departmental list of staff and phone extensions
 - Office procedures/standards
 - Online phone directory
 - Temporary parking pass and suggestion on where to park

First-Day Checklist

- Clear your calendar to make sure you can spend a good portion of your day with the new hire.
- Assign a “veteran” employee to be available to the new hire for questions during his/her first days on the job.
- Officially introduce the new hire to the entire department.
- Ensure that the new hire attends scheduled orientation and sets up a benefits information session with HR.
- Schedule appointment for OneCard.
- Review keys and access/security issues.
- Send the new hire to Public Safety for parking sticker.
- Orient the new hire to workspace.
- Provide overview of logistical issues (coffee, copiers, fax, supplies, restrooms, etc.)
- Train how to transfer calls, do conference calls, use voicemail, etc.
- Discuss department’s policies and procedures:
 - Attendance and punctuality
 - Budget procedures
 - Camp and departmental communication mechanisms
 - Dress code
 - Personal calls
 - Work hours, lunch, and break policies
 - Fire procedures, emergency exits and phone numbers, public safety procedures
 - Mail
 - E-mail regulations
 - Overtime
 - Pay policies and Web Time Entry
 - Work schedule
- Conduct tour of floor, building, other appropriate facilities, etc.
- Review department’s mission and strategic plan.
- Review job functions and expectations for working in the department.

- Explain how the new hire's role interacts with others in the department and outside of the department.
- Ask a peer to take the new hire out to lunch.
- Encourage the new hire to jot down any notes or questions.
- Provide reassurance: Spend some time at the end of the day with the new hire and let him/her know that you are glad he/she is here.

First Month Checklist

- Ensure that the new employee has completed the benefits enrollment process within 31 days of eligibility date.
- Continue to clarify roles, responsibilities, and expectations, as needed, and provide ongoing coaching and feedback.
- Schedule weekly/monthly update meetings as needed.
- Ensure that any mandatory training has either been completed or is scheduled to be completed.
- Ensure that the new hire is comfortable with systems (computers, BannerWeb, phones, etc.)
- Answer any questions.
- Model the kinds of behaviors you would like to instill in your new employees.