
New Employee Checklist

New Employee Orientation

First impressions make a difference! As a Supervisor, you are instrumental in determining how your new employee begins his/her career at the University. Planning and preparing for his/her arrival will help ensure it is a positive experience for them and for the rest of your staff.

Before Their First Day

Set up their Office and Equipment

- Computer
- Telephone and extension number
- Office Furniture, Office supplies
- List of important extensions (HR, Payroll, OIT, Public Safety, Department contacts, Fax#s)

Arrange for Network and Computer Access (OIT Helpdesk, 67400):

- Network login and password
- Inside Pacific Account
- Establish E-mail account password
- Printer connection for computer
- Voice mailbox with password and directions for setting up
- Long distance authorization code
- Banner access if needed

On Their First Day – Department Orientation

- Employee ID card (PacificCard Office)
- Issue office keys (University Locksmith)
- Parking Permit (Inside Pacific)
- Introduce your new employee to others in the Department or work site
- Take them to lunch, if appropriate
- Discuss work rules and procedures, office protocol, dress code (who to call when sick)
- Review timesheet, payroll deadlines, expected work hours, breaks and lunch periods
- Give your new employee tour of the work site pointing out important items
- Discuss relevant safety issues, emergency procedures, procedures in case of injury

Within Their First Week – Complete the Introductory Performance Review Form

- Review employee job description, supervisor's expectations and explain their key responsibilities
- Explain how they will be evaluated and indicate how a short midpoint informal review (usually 45 days) might be made prior to the end of the 90 day introductory period
- Complete and give them a copy of their Introductory Performance Review

Ensure that they attend the New Employee Orientation part I and II presented by Human Resources
In addition, many supervisors assign another staff member to act as the new employee's mentor for the first few weeks. This insures someone is there to help out the new employee during the most challenging part of his or her new job.