

## Regular Employee New Hire Suggested Checklist for Department Heads

New Employee \_\_\_\_\_

Start Date \_\_\_\_\_

- Set time & date for HR Benefits Enrollment/Orientation – Call the Assistant Benefits Manager in HR for an appointment (809-4428)
- Workstation set-up
- Order personal business cards, if appropriate
- Email address, Luminis & network access requested from IS Help Desk (809-2346)
- Computer passwords – Discuss security issues
- Office keys ordered from Facilities Management (809-4291)
- Review department organizational chart
- Introduce to co-workers
- Arrange meetings with persons who will commonly interact with new employee
- Employee Directory – How to find another employee's phone number or email address
- Instruct on how to answer phone (E.g., "Hello. This is Financial Aid. Joe Smith speaking.")
- How to record telephone voicemail greeting
- How to transfer phone calls
- Where to park (Permit will be acquired in HR Orientation)
- How to report time worked, request sick time & vacation leave off
- How to order and request supplies
- Arrival time, departure time, breaks, & lunch
- Use of college equipment (computer, etc.) for personal use
- Mail – How to send, process for receiving, etc.
- Performance evaluation – Discuss
- Appropriate work attire
- Department meetings – Frequency & locations
- Birthday celebrations and holiday gift giving
- Faculty meetings, Faculty Senate, Staff Congress or other gatherings and volunteer activities on campus (e.g., Residential College activities)
- Department safety issues – What to do if injured on the job. Please visit the following link:  
<http://www.murraystate.edu/HeaderMenu/Offices/esh/EmergencyProcedures.aspx>
- Campus Safety Management Plan/Emergency Response – Dial extension 2222
- Records retention plan – storage sites, computer backup frequency & method, etc.

No need to send this completed form to Human Resources but please keep in your department employee file.

Please send comments for improvement on this form to the Manager of Employment, Employee Relations, and Compensation in Human Resources, extension 2156.