

Regular Employee New Hire Suggested Checklist for Department Heads

New Employee _____

Start Date _____

- Set time & date for HR Orientation – Call Beverly Barnes for 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 (Example: "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
- Staff Congress or faculty meetings and volunteer activities on campus (e.g., Residential College activities)
- Department safety issues – What to do if injured on the job.
- 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 Employment Manager Teri Ray, extension 2156.