

NEW EMPLOYEE ORIENTATION CHECKLIST

Every new employee, regardless of previous training or experience, needs to be introduced to the work environment and instructed in the performance of specific tasks. Orientation programs are intended to get the new employee off to a good start by establishing a sense of belonging and cooperation, by creating favorable attitudes, by supplying necessary information that will answer an employee's questions, and by removing fears or uncertainties which may be barriers to effective job learning and performance.

The following checklist of items should be covered in your new employee orientation. Please meet with the employee within the first week of his/her start date to go through this list. Include any special information that is pertinent to your department. If you have any questions, please call Employment Services at 989-774-2010.

Employee's Name:		Campus ID#:	
Department:		Date:	

Supervisor Preparatory Items (prior to first day of employment)

Request Software Security Access (SAP, CRM, etc.)	Order Name Plate & Name Tag
New Employee Announcement	Allocate/Block Time To Spend With New Hire
Workspace/Resources Set Up (computer, keys, etc)	Provide a First Day/Week Training Schedule

Online Paperwork – CentralLink (prior to first day of employment)

Contact Help Desk at Ext 3662 to Set Up Global ID	Address Change/Emergency Contact
CMU Direct Deposit	Central Alert Notifications Set Up
Voluntary Demographic Self-Reporting	Parking Permit Request Submitted/Campus Map

HR Paperwork – Rowe 109 (first day of employment)

I-9 Employment Eligibility Verification	Payroll Withholding W4's
University Oath	Campus ID Card – Bovee University Center #209
Degree Verification (Copy of Diploma/Transcripts)	Parking Permit Purchase – CMU Police

Technology – Note: Your cmich.edu e-mail account is to be used for CMU business purposes only

Set Up E-mail & Signature	Set Up Telephone Voicemail
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Job Requirements/Expectations

Department Organizational Chart	Performance Evaluations
Functions Of Department(s)	Probationary Period & Evaluations
Job Description, Responsibilities & Expectations	BR/ST = 30/60/90 days;
Quantity of Work/Use of Time	OP/SM = 45/90 days;
Use of Equipment, Instruments, Property, etc.	P&A/PD/SG = 6 mos./1 year

Work Hours & Compensation

Begin/End of Shift	Lunch Hour/Eating Areas
Time Clock/TimeLink Exception Time Reporting	Breaks/Restrooms
Attendance, Punctuality	Flextime/Business Hours
Requesting Leave Time/Absences	Shift Premium
Overtime/Comp Time (Supervisor Must Authorize)	Pay Dates/Pay Check
Travel & Reimbursement	Holiday Schedule

Rules, Policies, Procedures/Other

Department Policies	Parking Lots & Campus Map
University Policies and Procedures	Entrances, Exits, Tour Of Building
Emergency Procedures (Exits, Shelters, Fire, Etc.)	Keys, Lockers, Mailboxes. Etc.
Safety (Where/Whom To Report Accidents)	Campus & U.S. Mail
Smoking Regulations	Office Resources & Ordering Supplies
Bulletin Boards, Announcements, Job Postings	Personal Calls, E-mails, Cell-phones, Etc.
Staff Communications, Publications	Uniforms/Dress Code
Training Opportunities/Workshops	Introduce To Co-workers & Key Stakeholders
Contracting Authority Required	CMU Vehicles/Driver's License Check – Risk Mgt.

Return completed checklist to Employment Services, Rowe 109 or emplsvcs@cmich.edu for inclusion in the employee's official personnel file.

Employee Signature:		Supervisor Signature:	
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