

## New Hire Orientation: Manager Checklist

Managers can use this task list as a resource for onboarding new employees.

### 2-3 Weeks Prior to Start Date

#### NOTES

- Order business cards (if appropriate)
- Order office key (if required)  
<https://fsrequest.tufts.edu/WebMaint/login.aspx>

Email the IT Service Desk ([it@tufts.edu](mailto:it@tufts.edu)) to:

- Specify if there is a computer for the new hire or if you need to request one
- Request new phone extension or provide existing phone extension. If using existing phone extension, request that the display information is changed to the employee's name
- Request access to shared drives and any other network accounts

Contact IT Client Support Services to:

- Request computer equipment (mouse, keyboard)
- Request computer set-up

### 1 Week Prior to Start Date

#### NOTES

- Create department announcement
- Invite employee to department/University events (e.g. staff meetings, department meetings)
- Subscribe employee to TuftsNow
- Call employee to welcome him or her and confirm New Hire Orientation date
- Create Welcome kit, including:
  - Welcome letter from school or department
  - Organizational chart for department or school
  - Telephone or email list for department

- Develop schedule for employee's "First 30 Days", including:
  - 1:1 time with manager
  - "Meet and Greets" with colleagues
  - Department/Staff meetings
  - Required trainings
- Schedule meeting with TTS for new hire computer set up
- Identify a staff member to be employee's *buddy*\*
- Supply/organize workstation
- Set up trash buddy with instructions

## *During Employee's First Week*

### NOTES

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- Introduce employee to new colleagues\*
  - Tour work area and department\*
  - Arrange for campus tour (Formal tours through Admissions)\*
  - Review Welcome Kit and "First 30 Days" schedule
  - Set up first day/week lunch with colleagues\*
  - Review job description with employee
  - Discuss department culture with employee, including reporting hours, dress code, and trash buddy\*
  - Employee will attend orientation
  - Employee will complete I-9
  - Employee will get Tufts badge (Public Safety)
  - Employee will make benefits elections
  - Employee will make transportation and parking arrangements as needed

## During Employee's First 30 Days

### NOTES

- Discuss goals/expectations
- Discuss performance management process
- Develop First Assignment deliverables and timeline
- Review and schedule required training (e.g. HIPAA, Lab Safety)
- Create 6-month plan for recommended training
- Review available job-related resources\*

Tasks marked with "\*" can be accomplished with help from the employee's buddy