

New Employee Orientation Checklist: First Day of the Job

A new employee may be anxious about starting a new job. Try and create a comfortable environment and remember not to overwhelm the employee with too much information on the first day of employment. Orientation is a continuing process, so there will be plenty of time to give the employee all the necessary information. On the first day you should:

Supervisor's Role

- ✓ Give a warm welcome and discuss the plan for the first day
- ✓ Introduce the new employee to other staff members
- ✓ Introduce employee to the person you've identified as an orientation buddy
- ✓ Tour employee's work space, immediate area, and building
- ✓ Set up an e-mail account, phone and voice mail (if hiring documents are completed)
- ✓ Provide required keys
- ✓ Review position description
- ✓ Review the department's organization chart and its relationship to campus
- ✓ Review assignments awaiting the employee
- ✓ Review office policies and procedures including:
 - Working hours and after hours and weekend office access
 - Explain timesheet via Southeast Self Service
 - Discuss attendance guidelines, call-in procedures, and request for time off
 - Telephone, e-mail, and Internet use
 - Office resources
 - Staff meetings
 - Accountability
 - Confidentiality
 - Probationary period
 - How to obtain Southeast ID and parking permit

Schedule meeting with Benefits Office to:

- ✓ Complete/return required personal data paperwork
- ✓ Learn about your Benefits
- ✓ Schedule New Employee Orientation
- ✓ Review vacation/sick/holidays/personal leave policies
- ✓ Review personnel policies and procedures