**Preparing for a New Employee Checklist**

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| **Welcome** |
|  | Welcome Note for new hire’s workstation (completed by hiring manager/supervisor) |
|  | Order business cards and name tag |
|  | Ensure employee has viewed Division Online Orientation within 14 days of start date |
|  | Assign peer mentor (if applicable) |
|  | Ensure employee has attended University Orientation |
|  | New Hire Announcement for Division – coordinate through department chair |
|  | Answer questions about TigerOne Card, parking, etc.  |
|  | First day welcome plans are set |
|  | Prepare a day 1 and week 1 agenda |
|  | Tour of workspace & introductions to colleagues |
|  | Other Items: |
| **Formal** |
|  | Review position description, job duties, and success measures |
|  | Explain [Performance Management procedures](https://www.clemson.edu/human-resources/talent-and-org-dev/performance-management.html)  |
|  | Discuss supervision/leadership styles |
|  | Discuss preferred ways of giving and receiving feedback |
|  | Schedule recurring one-on-one |
|  | Other Items: |
| **Informal** |
|  | Discuss departmental culture |
|  | Dress code – department expectations/norms |
|  | Department traditions |
|  | Department lunch culture  |
|  | Other Items: |
| **Administrative Items** |
|  | Ensure workstation is setup and clean |
|  | Provide office supplies |
|  | Provide computer |
|  | Discuss shared file method/source (ie [Box](https://www.clemson.edu/online/tools/box.html)) |
|  | Phone & [voicemail](https://ccit.clemson.edu/wp-content/uploads/2017/11/clemson-voicemail-navigation.pdf) setup  |
|  | Setup [eduroam](https://ccit.clemson.edu/services/network-phones-cable/network/wireless/)  |
|  | Setup Outlook email and assist  |
|  | Printer setup  |
|  | Discuss and setup preferred department [online meeting platform](https://www.clemson.edu/online/tools/) (if applicable) |
|  | Overview of common programs, department webpage, and other useful websites |
|  | Explain how to request office supplies  |
|  | Show any department storage locations |
|  | Timekeeping information |
|  | [Kronos](https://www.clemson.edu/human-resources/payroll/kronos/index.html)  |
|  | [University Holiday Calendar](https://www.clemson.edu/human-resources/benefits/holiday.html) |
|  | Other Items: |
| **Organizational Items** |
|  | Provide [Division and Department organizational chart](https://www.clemson.edu/studentaffairs/about/org-charts.html) |
|  | Provide policies & procedures references |
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