

## Preparing for a New Employee Checklist

<b>Welcome</b>	
	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:
<b>Formal</b>	
	Review position description, job duties, and success measures
	Explain <u>Performance Management</u> procedures
	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 <u>Box</u> )
	Phone & <u>voicemail</u> setup
	Setup <u>eduroam</u>
	Setup Outlook email and assist
	Printer setup
	Discuss and setup preferred department <u>online meeting platform</u> (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
	<u>Kronos</u>
	<u>University Holiday Calendar</u>
	Other Items:
Organizational Items	
	Provide <u>Division and Department organizational chart</u>
	Provide policies & procedures references