New Employee Checklist

EMPLOYEE INFORMATION	
Name:	Start date:
Position:	Manager:

FIRST DAY

- ☐ Provide employee with New Employee Welcome Packet and access to Employee Handbook.
- ☐ Assign "buddy" employee(s) to answer general questions.
- ☐ Fill out benefits paperwork.
- ☐ Get computer and computer login.
- ☐ Get employee ID.
- ☐ Get eSpire username and password.
- ☐ Get long distance code and copy machine code.
- ☐ Get parking sticker.
- ☐ Set up voice mail.

POLICIES

☐ Review key policies.	• Anti-harassment • Vacation and sick leave • FMLA/leaves of absence • Holidays • Time and leave reporting • Overtime • Performance reviews • Dress code	• Personal conduct standards • Progressive disciplinary actions • Safety& Security • Confidentiality • EEOC Office • Emergency procedures • Visitors • Email/Facebook/ Internet use

ADMINISTRATIVE PROCEDURES

☐ Review general administrative procedures.	• Office/desk/work station • Keys • Mail (incoming and outgoing) • Shipping (FedEx, DHL, and UPS) • Business cards & nametag • Purchase requests • Check requests • Expense reports	• Telephones • Employee ID • Conference rooms • Office supplies • eSpire – General Ledger, Employee Resources, USM forms • Cashnet training

INTRODUCTIONS AND TOURS

☐ Give introductions to department staff and key personnel during tour.

☐ Tour of facility, including:	• Restrooms • Mail room • Copy machines • Fax machines • PDF scanner	• Bulletin board • Parking • Printers • Office supplies • Info Technology	• Kitchen • Coffee/vending machines • Dining Hall • Emergency exits and supplies

POSITION INFORMATION

- ☐ Introductions to team.
- ☐ Review initial job assignments and training plans.
- ☐ Review job description and performance expectations and standards.
- ☐ Review job schedule and hours.
- ☐ Review payroll timing, time cards (if applicable), and policies and procedures.
- ☐ Budget officer training.

COMPUTERS

☐ Hardware and software reviews, including:	• Email • Intranet	• Microsoft Office System • Data on shared drives	• Databases/EX • Internet