

# New Employee Checklist FOR HIRING MANAGERS

This checklist has been developed to help ensure that new employees have the resources to experience a successful start to their employment and feel a part of the campus community. You should feel free to customize to the particular department or position

EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ START DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Before Arrival

[ ] Send Personnel Action Form (PAF) to Human Resources.
The PAF must be processed by the Payroll Department before email address, ID Card and network access are established.

### Prepare employee’s workspace

[ ] Send welcome email to new employee

[ ] Send email to others announcing new employee’s arrival

[ ] Assign phone (Effective Mid-August 2019: Contact Help Desk – Send email to helpdesk@mtholyoke.edu, provide new employee’s name and desired extension, and if applicable, the name of the person the employee is replacing)

[ ] Prepare computer (contact LITS – Send email to helpdesk@mtholyoke.edu, provide new employee’s name and office location, and if applicable, the name of the person the employee is replacing)

[ ] Confirm access to departmental network shared spaces, network groups, etc. with LITS

[ ] If employee will be supervising other employees, arrange to have supervisor access on MyMountHolyoke (HR Payroll)

[ ] Order business cards

[ ] Order office supplies

[ ] **Add your own items here….**

### Develop plan for initial week

[ ] Confirm employee is scheduled for a benefits briefing upon arrival

[ ] Assign mentor or colleague to help the new employee

[ ] Schedule meetings with departments that will be working /interacting with the new employee

[ ] **Add your own items here….**

|  |
| --- |
| Items to be covered in Benefits Briefing by HRThe benefits briefing is directly scheduled by human resources with the new employee via the welcome email/letter) |
| * Pre-Completed I-9 & tax forms verified
* Salary information, position summary
* Health, Dental insurance, Life & LTD Insurance, Retirement
* Leave plan orientation
 | * Direct deposit
* Collect emergency contact information
* Overview of website
* Overview FMLA, Worker’s Compensation
 |

## First Week / Month

### Orient employee

[ ] Schedule employee to go on the Campus Tour – (Visit the Admission webpage for schedule)

[ ] Conference rooms & common departmental meeting location tour

[ ] Have a colleague go with the employee to pick up email account information – be prepared for short one-on-one information session regarding security. (LITS helpdesk, located in the Info Commons at the Library)

[ ] Provide information about parking options

[ ] Have a colleague go with the employee pick up ID at Auxiliary services

[ ] Have a colleague go with the employee to pick up parking permit at Campus Police

[ ] Provide information about building & keys, security procedures

[ ] Arrange for new employee to meet with union representative, if applicable

[ ] Add orientation meetings to employee schedule

[ ] Organizational chart review

[ ] Arrange to have lunch with the new employee on their first day

[ ] **Add your own items here….**

### Position

[ ] Overview of departmental services

[ ] Provide job description and responsibilities

[ ] Discuss expectations for hours, time to report, lunch breaks, overtime, etc.

[ ] Initial job assignments

[ ] Provide overview of interactions of the position with other departments & colleagues

[ ] **Add your own items here….**

### Review office procedures

[ ] Assist with setting up voicemail

[ ] Handling of confidential information, sign form if necessary for the position

[ ] Security & confidentiality in email

[ ] MyMountHolyoke basics:

[ ] Entering and approval of web time (Biweekly)

[ ] Entering leave time (Monthly)

[ ] Viewing leave time

[ ] Pay Advices, W-2 and Electronic disclosures

[ ] Obtain purchasing card, if applicable

[ ] Important telephone numbers / staff list & directories

[ ] Location of bulletin boards, if applicable

[ ] Where to find announcements, communications – departmental

[ ] Where to find announcements, communications – campus

[ ] Website Information

[ ] Use of copy / fax machine, procedures & policies

[ ] Performance Review timing & process (department specific)

[ ] **Add your own items here….**

### Professional Development & Compliance

[ ] Ensure employee takes Sexual Harassment Training Online.
<https://www.mtholyoke.edu/risk/preventing-workplace-harassment-online-course>

[ ] Special Departmental Safety Training (EH &S)

[ ] Emergency Procedures (EH & S)

[ ] Alcohol & Drug Policy

[ ] Arrange for employee to receive training on departmental specific programs: (e.g. Colleague, Lawson, Access, Drupal, EMS, MHC Network/Server files (VPN), and others)

[ ] Basic Google apps Training (Email, Google Drive, Calendar)

[ ] **Add your own items here….**

### Community Information

[ ] Employee Discounts

<https://www.mtholyoke.edu/hr/employeediscounts>

<https://www.mtholyoke.edu/purchasing/employee-purchase-discount-programs>

[ ] Campus traditions

<https://www.mtholyoke.edu/studentlife/traditions>

<https://www.mtholyoke.edu/courses/rschwart/hatlas/traditions/fulllist.htm>

[ ] Kendall Fitness Center

<http://athletics.mtholyoke.edu/facilities/kendall_complex/kendall>

[ ] Campus Mail (Auxiliary Services)

<https://www.mtholyoke.edu/auxservices>

[ ] **Add your own items here….**

### How To….

[ ] Explain how to Reserve space for a meeting

[ ] Explain how to submit a work order request to Facilities Management

[ ] Explain how to Report a problem with your office

[ ] How to Ship packages

[ ] **Add your own items here….**

## First Quarter

[ ] Check in on a regular basis to determine how things are going and to provide feedback

[ ] Hold formal review of probationary period (length varies depending on work group)

[ ] Encourage participation in community events / traditions

[ ] Actively seek ways in which the employee can connect with other employees throughout campus so as to encourage communications & engagement. (Brown Bag trainings, Kendall Fitness Center, Lectures, Concerts, Picnics, Benefits Fair, Committees, etc.)

[ ] **Add your own items here….**

## Additional items (specific to each department and not included above)

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |