

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 HR

THE 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/rschwartz/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....**

