

Supervisor's Checklist for New Employees

STEP 1 Before start date	STEP 2 First day	STEP 3 First & second weeks	STEP 4 First month	Step 5 First 3-6 months
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Step 1: Before employee starts

- ☐ Work with recruiter to complete the hiring process
- ☐ Prepare new employee for Medical Center orientation. Human Resources will send your new hire an orientation confirmation letter with location, time and parking details. Remind new employee to:
 - activate [VUnetID](#)
 - complete Section 1 of the [I-9](#). On orientation day, bring I-9 IDs (one document from [List A](#) or a document from [List B](#) and [List C](#)).
 - attend [immunization screening](#) before orientation. Details will be provided in new hire's orientation confirmation letter (see sidebar).
 - complete Compliance Magazine and assessment in the [Learning Exchange](#)
- ☐ Announce new employee's arrival date and duties to department
- ☐ Set up new employee's work area
 - Arrange for computer and software installation
 - Get computer and system security approval and access setups. See a list of [HR systems](#) and [access requests](#) for HR systems
 - Submit [Remote Access Control Facility Identifier](#) request (clinical only)
 - Set up telephone, voicemail, and Vnet long distance with [Information Technology](#)
 - Provide sufficient office supplies
 - Arrange for keys or passcode access
 - Set up [procurement card](#) and/or travel account, if needed
- ☐ Prepare agenda for new employee's first day and week
 - Schedule time to spend with your new employee during the first week
 - Identify meetings (staff, 1:1, etc.) that new employee should attend
 - Identify people for new employee to meet during first week
 - Determine meaningful work assignment for new employee to attempt or complete
- ☐ Provide [Nashville relocation information](#), if applicable
- ☐ Arrange entity or departmental orientation, if applicable
- ☐ Line up a buddy or mentor, if possible

Action Steps:

Orientation. HR will register new employees for orientation on their start date. Staff will not be able to attend orientation or begin work without completing their immunization screening or background check. [Learn more.](#)

Immunization screening. New hires must attend immunization screening any Monday prior to their start date at the VU Recreation & Wellness Center. New hires can also schedule an appointment with Occupational health. [Learn more.](#)

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Step 2: First day

- ☐ Greet new employee at office or parking location and walk him or her to orientation, if possible. Orientation locations are listed on the [New Staff Orientation website](#).
- ☐ Have lunch with new employee after orientation ends at 12:30, if possible
- ☐ Give instructions on where to report the day (or week) following orientation
- ☐ Remind new employee to complete Section 2 of the [I-9](#) within the first 3 days of work
- ☐ Provide tour of the department or building, including break room. Review bus availability if employee is interested and share nearby lunch options.
- ☐ Explain where to secure personal items
- ☐ Train new employee on the [Kronos timekeeping system](#)
- ☐ Make sure your new employee has activated his/her [VUnetID](#) and chosen an ePassword
- ☐ Review first week's schedule and meaningful work assignment. Ask new employee if he or she has questions.
- ☐ If your new employee will attend further orientation or training, give instructions (including parking information) for all days.

Notes:

Orientation. New employees should be at orientation no later than 7:50 a.m. Orientation ends at 12:30 p.m. See the [HR website](#) for details.

I-9. Section 1 of the [I-9](#) must be completed no later than your new employee's first day. Section 2 of the I-9 is verification of identification documents at a campus I-9 site. Section 2 must be completed within three days of your employee's first day.

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Step 3: First & second weeks

- ☐ Orient new employee to department (see sidebar for details)
- ☐ Review time off allotment and [policies](#)
- ☐ Explain how to use email, Internet, and voicemail. Share appropriate email signature template. Review [Electronic Communications policy](#).
- ☐ Ensure new employee completes items on the orientation checklist:
 - Get a [parking permit](#)
 - Complete Vanderbilt Initial Compliance online module within 30 days of hire
 - Complete [Conflict of Interest Disclosure](#) within 2 weeks of hire
 - [Enroll for benefits](#) within 30 days of hire date
 - Complete [C2HR](#) personal profile and direct deposit
- ☐ Send new employee to computer or process training (if applicable)

Tips to orient new employee to department

- Identify department goals, mission, vision and relationship of department to the organization
- Discuss applicable VU and departmental policies and processes
- Provide departmental phone list, list of current dept. programs, and organizational chart
- Identify critical members of the department
- Describe customer service expectations
- Explain work duties of others in the work unit
- Point out and explain how to use fax and copy machines
- Review job description with employee on the [Jobs Database](#) (VUMC Staff) and, if applicable, on [Performance Central](#) (Nursing, Clinical Services)

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Step 4: First month

- ☐ Ensure new employee understands the relationship between their job, the department, and the organization
- ☐ Set up one-on-one meetings with team members and other pertinent staff members
- ☐ Meet regularly to answer questions and ensure that new employee is becoming acclimated to department and position responsibilities
- ☐ Schedule new employee for any applicable learning opportunities
 - Leadership, communication, and administrative process trainings available from [HR Learning Operations](#)
 - View other trainings available in the [Learning Exchange](#)

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Step 5: First 3-6 months

- ☐ Review orientation progress
- ☐ Set up a development plan with new employee
- ☐ Celebrate the end of the orientation and evaluation period
- ☐ Review [performance development process](#) for new employees or transfers

Contact information

- Employee Service Center: 615.343.7000 or hr.mc.vanderbilt.edu/esc
- HR Learning Operations Team: 615.322.4976 or hr.mc.vanderbilt.edu/learning
- Human Resources: hr.mc.vanderbilt.edu