

MANAGER AND NEW EMPLOYEE

ORIENTATION CHECKLIST

This checklist services as a guide for managers and new employees. Follow the steps over the next week to help your new staff member acclimate to OWU and become productive in his/her role more quickly.

PRIOR TO THE FIRST DAY OF WORK

Objective: Demonstrate that this is a welcoming work environment with informed colleagues and a fully-equipped work space; new employees feel “settled in” on their first day.

- ☐ Ensure that Human Resources has been notified of your new hire and that Human Resources creates an offer letter and conducts background investigation
- ☐ Schedule orientation meeting with Human Resources
- ☐ Send a personal note of welcome
 - Notify new hire of first day arrival time, where to park, where to go , whom to ask for, and how to dress
- ☐ Send out campus wide new hire announcement, if appropriate for position/level, use picture if possible. Send copy to new hire
- ☐ Prepare a written job training schedule
- ☐ Appoint an experienced individual to assist with training and serve as departmental mentor
- ☐ Arrange for first-day lunch and lunches the remainder of the week, if necessary
- ☐ Identify access needs:
 - Keys
 - Key Card Access
 - Obtain Temporary Parking Permit
- ☐ Prepare workspace/office:
 - Clean and organize workspace
 - Furniture
 - Computer
 - Phone
 - Office Supplies
 - Business Cards (Depending when entered in ADP this might not be possible prior to first day)
 - Stationary

FIRST DAY OF WORK

Objective: The employee feels welcomed and prepared to start working; begins to understand the position and performance expectations.

- ☐ Introduce employee to staff and tour immediate work area
 - Restrooms
 - Break room area
 - Mail room/UPS/FedEx pick up and drop off
 - Issue keys and have employee sign for them
- ☐ Discuss work schedule
 - Work schedule/Office hours
 - Break/Lunch times

- Process for notifying supervisor of absence, provide contact information
- Time off (holidays, vacation, illness)
- Overtime policy, if applicable
- ☐ Notify Staff Council Chair of the new employees start date and Staff Council will provide a Welcome Gift to be placed at their workstation
- ☐ Orientation with Human Resources Department staff
- ☐ Review training schedule
 - Overview of first week activities
 - Other department specific responsibilities and expectations
- ☐ Review use of office equipment
 - Telephones and long distance calling
 - Voice mail setup
 - Computer
 - Copy machine
- ☐ Assign initial work tasks
- ☐ Discuss first day lunch

OTHER FIRST WEEK OBJECTIVES

- ☐ Provide list of regularly scheduled meetings (department and University) the employee is to attend
- ☐ Arrange meetings with any critical individuals for the employee's first few weeks
- ☐ Arrange for a campus tour with Staff Council or conduct by department
- ☐ Arrange for a personal welcome with Officer responsible for functional area. The President meets with all staff new hires which is arranged by HR and the President's Office

TECHNOLOGY AND TRAINING OBJECTIVES

Arrange as applicable for department and/or position

- ☐ Gmail and other Google suite applications
- ☐ Network drives
- ☐ Set up cell phone for email, calendar and Wi-Fi
- ☐ P Card
- ☐ Bishop Buy
- ☐ MyOWU
- ☐ ADP
- ☐ Other department specific applications
- ☐ FERPA
- ☐ Title IX
- ☐ Safety and Security
 - Emergency conditions and response
 - Student in distress

BY THE END OF FIRST WEEK

Objective: New employee builds knowledge of internal processes and performance expectations; feels settled into the new work environment.

- ☐ Discuss progress to date, answer any questions and determine if any obstacles exist
- ☐ Review organization chart; different departments and University functions
 - Illustrate the "big picture" of how this position relates to others in the department and contributes to the overall success of OWU
 - Discuss OWU and departmental mission, vision, values, goals and objectives

- ☐ Discuss any job or department specific safety issues and provide training where required
- ☐ Discuss Performance Management
 - Review Job Description
 - Review Performance Evaluation instrument
 - Discuss and set goals for first 90 days
- ☐ Discuss pay administration process
- ☐ Review any specific policies in Employee Handbook
- ☐ Obtain employee ID Card and parking permit