

Department New Hire Orientation Checklist

New Employee Name:	Position:	Start Date:
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Please use this check list as a guide to acquaint a new staff member with your department, the position and departmental processes/procedures. Departmental orientation should be conducted on the 1st day of work in your area.

Please mark after each item has been completed and covered with your new employee as applicable.

Prior to Arrival or Immediately	<input checked="" type="checkbox"/>
Establish email account	
Install telephone and extension (as applicable)	
Provide clear and clean workspace (as applicable)	
Provide basic office supplies	
Inform co-workers of new hire and arrival date	
Order and install computer (as applicable)	
Designate mentor (Name of Mentor _____ extension _____)	
Other (Specify)	
First Day in Department - General	<input checked="" type="checkbox"/>
Welcome to NSU and introduce staff	
Discuss department mission and goals	
Provide location of washrooms, bulletin boards, etc.	
Advise on campus dining locations, off campus local eateries	
Discuss work hours and location	
Provide specific work schedules	
Review attendance policy, call-in policy, number(s) to call (Number _____)	
Other (Specify)	
Compensation/Benefits	<input checked="" type="checkbox"/>
Review electronic timecard process and/or leave request (as applicable)	
Discuss pay days	
Review holidays policy for department	
Discuss department vacation policy	
Advise personal leave notification	
Other (Specify)	
Work	<input checked="" type="checkbox"/>
Review duties on the job description	
Explain the relation of the job's function to other work within the department	
Explain the various departments and how they may interact with your department and the position	
Discuss job performance expectations. What is expected of the employee in performance every day. Discuss specific aspects of the work that will be factors of performance evaluation. Factors include: Work Skill; Communication Skills; Service Excellence; Use of Materials/Equipment and Work Ethic.	
Required: New Hire Performance Appraisal due at 90 days. First performance review date (Date _____)	
Additional Training	<input checked="" type="checkbox"/>
Required: Drug Free Workplace Video (Date _____); Sexual Harassment Policy Video (Date _____); Leave Request Training (Date _____) Location of training - NSU website, My NSU, Blackboard, Faculty/Staff Training, Human Resources Training, New Faculty/Staff	
Required for Timekeepers: Timekeeping (Date _____) (Contact 2036 to schedule)	
Required for those processing new hire paperwork: I-9 Video Training on Blackboard (Date _____)	
Optional: MasterCard Processing/Account Payable (Date _____); Travel Reimbursement (Date _____) Purchasing (Date _____) (Call 2183 to schedule) Personnel Action Form (PAF) Training on Blackboard.	
Other training: Type _____ (Date _____)	
Comments:	
Employee Signature:	Date:
Supervisor Signature:	Date: