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| New Employee |  | Start Date |  |
| Employee Position |  | Department | Human Resources |
| Supervisor | HR Director | Administrative Support |  |

**Instructions**: This checklist is provided HR in orienting a new member of the HR Team. After a particular topic has been covered, the completion date should be entered in the column to the right. When the entire checklist is completed, the form should be sent to Human Resources to be placed in the employee’s personnel file.

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| **Pre-Arrival** | **Contact/Office** |
| * Send out an email to staff welcoming employee to department | HR Director (HRD) |
| * **Work area** is equipped and ready for new employee * Custodians clean office * All equipment, desk, chair, in order, decorate office * CTS reimage computer – New Computer and Laptop * Arrange for **office phone** to be activated – Chris Almond , ext 2629 * Set up mailbox | HR Administrative Support & Work with CTS |
| * Go over paperwork and sign off on contract letter * Ensure all new hire paperwork has been completed and submitted * Make appointment with Benefits Specialist to review benefits | HR |
| * Confirm **accounts** are set-up (email, SOLAR, ImageNow, HR shared drive, TAM (HRS), scanning) * Set up employee on HR Group Distribution for email, FERPA must be completed prior to SOLAR account activation at: <http://green.uwp.edu/departments/registrar/FERPA_tutorial/FERPAInfo1.cfm> | HR Assistant’s |
| * Contact new employee prior to start date to **answer last minute questions** the new employee may have (i.e. identify dress code, indicate where/when employee should arrive on their first day, etc.). | HRD |
| **First Day** | **Contact/Office** |
| * **Introduce** new employee to the office staff and their roles. * Explain **work procedures** – hours of work, breaks, meal periods, call-in procedures, leave notification procedures, Weather Emergency Policy * Review HR Work Rules if applicable | HRD |
| * Give office keys and notify police department * Have new employee apply for a **Parking Permit**: Apply at Police Dept. | HR Administrative Support |
| **First Day *(Continued)*** | **Contact/Office** |
| * Identify building hours and after hour access procedures * Provide a **tour** of the office –Identify location of supplies, mailboxes, restrooms, break areas, etc. * Provide employee with a tour of campus – schedule with Admissions-Associate Advisor * Explain use and location of **office equipment** (fax, copier, shredder, printers, etc.) * Accompany employee to get **Ranger Card** * Review Meal Plan options * **Provide a Key Fob for training as soon as possible** * **Order necessary items** (ask how they prefer their name to appear): * **Name tag** ordered: Jim Mauser <mauser.laser@outlook.com * **Business Cards –** requested from Creative Services | HR Administrative Support |
| **Week 1** | **Contact/Office** |
| * Identify **job expectations** and **responsibilities**. Review position description, evaluation process and performance management. * Review **organizational chart** of the department. Identify mission and goals of the department and how the department fits within the organization. * Identify **building hours** and after hour access procedures. | HRD |
| * Request staff to add employee to **office e-mail lists** and **provide access to office calendars**. Have new employee add staff to email lists and grant calendar access to staff. | HR Assistant |
| * Weather Emergency Policy * Ensure employee is aware of the campus emergency response procedures<http://www.uwp.edu/explore/offices/safety/rangeralert.cfm> * UWP emergency alert notifications   <https://www.uwp.edu/live/offices/universitypolice/>   * Arrange for Authorizations:   **Driver Authorization** form – complete and send to Risk Management. The form must be completed and turned in before an employee is authorized to drive a university vehicle or receive mileage reimbursement on a personal vehicle.  [**http://www**](http://www)**.uwp.edu/explore/offices/safety/vehgeninfo.cfm** | HR Administrative Support will set up with Bob Grieshaber, Safety & Risk Management x2262 Tallent Hall, Rm 188 |

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| **Week 1 *(continued)*** | **Contact/Office** |
| * Train on completion of Travel Expense Report (TER) * Apply for Corporate Travel Card * Request laminated tax exempt card from Business Services (Deb Rigney) * Review travel procedures | HR Administrative Support will schedule time with Business Services |
| * Get **professional photo** taken. Place work order on Creative Services website | HR will contact Creative Services, WYLL D242 |
| * Arrange office and access for any office needs i.e. Staples is our Vendor | HR Administrative Support |
| * Complete On-line Training: **(Law Room)**: * Sexual Violence and Sexual Harassment Training * Data Security Training * EEO/AA Policy * FERPA | HR Assistant |
| * Meet with your Recruitment Team: HR Assistants * Schedule individual times with each of them to review workload * Schedule time to train on TAM | Staffing and Recruitment Coordinator |
| * Follow up with the new employee on any employment **questions or concerns** he/she may have | HRD |
| * Benefits Orientation | HR Benefits Specialist |
| * Payroll Orientation * Give a Payroll Calendar for both Monthly and Bi-Weekly | HR Payroll Specialist |
| * Follow up with the new employee on any employment **questions or concerns** he/she may have (on-going). Schedule weekly meetings with HRD | HRD |
| **Week 2** | **Contact/Office** |
| * Meet with HRD to discuss expectations | HRD |
| * Meet with Recruitment Team | HR Assistant’s |
| * Meet with HR Business Analyst to review recruitment processes and procedures | HR Business Analyst |
| * Meet with HR Front Office to review expectations of the department | HR Assistant |

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| **HR Director will schedule time with Hiring Managers** | | |
| **Name** | **Office** | **Role** |
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**Orientation Plan Acknowledgement**

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| **Employee’s Signature/Date:** |  |  |
| **Supervisor’s Signature/Date:** |  |  |