Employee Checklist New Employee:
Supervisor:
Date of Hire:

Every new employee, regardless of previous training or experience, needs to be introduced to the work environment and instructed in the performance of specific tasks. First impressions have just as big an impact in the employee/supervisor world as they do in social settings. Making a good first impression with a new employee goes a long way to building a strong working relationship.

Orientation programs are intended to get the new employee off to a good start by establishing a sense of belonging and cooperation, by creating favorable attitudes, by supplying necessary information that will answer an employee’s questions, and by removing fears or uncertainties which may be barriers to effective job learning performance.

This checklist was designed to help you with your departmental orientation of new employees. Please read it carefully. After you have completed the checklist, make two copies and return the original to Human Resources. One copy is for the department and the other for the new employee.

HUMAN RESOURCES has reviewed or completed the following with the new employee
_______Fringe Benefit Package provided to the employee including Healthcare coverage
_______Appropriate Contract/Handbook
_______Parking card request form
_______Application Access form. This form is used for requesting computer access

SUPERVISOR, do PRIOR to new employee starting:
Schedule meetings with any necessary key people

NOTE: The Presidents office will be putting an appointment on all full time employees’ calendar for a quick meet and greet. Please encourage employee to attend this meeting.

**If employee is contingent – you may need to order keys and/or phone.

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SUPERVISOR: To help the new employee feel welcomed and acclimate to GRCC, your department, and his/her new role, please do the following:

______Arrange your schedule to meet and greet the new employee on their first day; introduce them to co-workers; tour work unit; show them their workstation; restrooms; share what a typical work day might look like or if there is not a typical day

______Arrange for various people to have lunch during the first week with the new employee

______Schedule lunch with the new employee during their first week to get to know them on a personal level

______Assign a Department Mentor to help the new hire acclimate to your department. FYI: Staff Development assigns a college mentor to help the new employee become familiar with GRCC at large.

Meet with the new employee within the first three days of his/her starting date to review the following:

______Functions of department; how their job fits within the department; how the department fits within the college

______Job description & responsibilities

______Appropriate Performance Evaluation/Development Discussion System and Needs Assessment Process, if applicable

______Technology skills expectations

______Fax number, Printer codes

______Voice Mail training, if needed

______Attendance, punctuality expectations

______Timesheet completion

______Dept procedures i.e. customer service expectations, answering phone, voice mail greeting, etc.

______Lunch Schedule/Break Time Schedule

______How to request Vacation or Personal Business Days

______How to report Sick/Bereavement/Injury/Accident

______Working overtime/earning compensatory time, if appropriate

______Tobacco use regulations, i.e. Tobacco Free Policy (www.grcc.edu/policies)

______Telephone calls (personal, long distance, emergency)

______Campus and U.S. Mail

______Staff communications (GRCC Today, email, print, post-it board)

______Employee Learning Opportunities and Enrichment Offerings (www.grcc.edu/staffdevelopment)

______Skillport compliance reminder (must be completed in the first three weeks)

______College closing policy (www.grcc.edu/policies - policy #14.5)

______Emergency Preparedness: Fire, Tornado, Crisis Plan, Bomb Threat, Lockdown (http://www.grcc.edu/campuspolice/resources)

______College Policies (www.grcc.edu/policies)

______Community Resource handbook (www.grcc.edu/hrresources)

Will the new employee be in a supervisory role? YES / NO

If yes, contact the appropriate Human Resources generalist for a training session regarding the performance evaluation system (please read the manual provided prior to your scheduled training session).

______Unique Department Information

REMINDER: After completing the checklist, make two copies and return the original to Human Resources for the employee’s personnel file. Keep one copy for the department and give one to the new employee.

Employee’s Signature Date

Supervisor’s Signature Date