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

**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 Learning Plan
_____ 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/tobaccofree)
_____ 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/la)
_____ Safe Colleges compliance reminder (must be completed in the first two weeks)
_____ College closing policy (www.grcc.edu/policies - policy #14.5)
_____ Emergency Preparedness: Fire, Tornado, Crisis Plan, Bomb Threat, Lockdown (www.grcc.edu/raidersafety)
_____ 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.