Supervisor's Checklist for New Employee Orientation

First Day on the Job:

A new employee may be anxious about starting a new job. Try and create a comfortable environment and remember not to overwhelm the employee. On the first day you should:

- Give a warm welcome and discuss the plan for the first day
- Tour the employee's assigned work space
- Explain where rest rooms, refreshments, and break areas are located
- Provide required keys
- Arrange to have lunch with the new employee
- Tour the building and immediate area and introduce the new employee to other staff members
- Introduce the new employee to the person you've identified as a buddy (if appropriate)
- Review job description card
- Review the department's (or office's) organizational chart and explain its relationship to campus
- Review your office's policies and procedures including:
  - Working hours
  - Telephone, e-mail, and internet use
  - Office organization (files, supplies, etc.)
  - Office resources (directories, dictionaries, style manuals, computer program manuals, staff listing, etc.)
  - Staff meetings
  - Accountability
  - Customer service philosophy
  - Confidentiality
  - Ethics
### During the First Week:

- Review employee work area to ensure needed equipment is in place.
- Set up a brief meeting with the employee and the assigned buddy to review the first week's activities (if appropriate).
- Schedule meeting with Department Personnel Manager to:
  - Complete required paperwork
  - Review personnel policies and procedures
  - Learn about benefits (health & life insurance, select benefits, etc.)
  - Schedule Campus New Employee Orientation (if it has not been scheduled)
  - Explain time cards
  - Review vacation/sick/personal leave policies
  - Obtain UC ID
  - Obtain Parking Permit (if appropriate)
- Have appropriate office personnel review:
  - After-hours and weekend office access
  - General review of accounting (if appropriate)
  - Listing of account numbers (if appropriate)
  - Journal vouchers (if appropriate)
  - Travel and reimbursement
  - Diners Club credit card
  - Campus mail services
  - Office supplies
  - Copy machine and fax use
- Review office safety issues:
  - Computer competency with CAL PACT self-assessment tools (if appropriate)
  - Overview of policies and procedures, including confidentiality and software piracy issues
  - Assess knowledge of department's hardware and software
Within the First Month of Employment:

Meet with employee to review:
- Job description
- Performance standards
- Work rules

Send employee to New Employee Orientation to review:
- Campus culture
- Campus structure
- Health and safety
- Campus tour
- Benefits overview

Check to be sure employee has signed up for benefits prior to enrollment deadline

Within Six Months of Starting:

- Revisit performance standards and work rules
- Schedule performance appraisal meeting