

Supervisor's New employee Checklist

Employee's Name: _____ Position: _____
Supervisor: _____ Start date: _____
Department/Dept. head: _____

Getting a new employee off to a good start makes a difference in their job effectiveness and overall feeling of welcome. In order to properly orient your new employee to the department and Nova Southeastern University, supervisors are encouraged to cover the information on this checklist. Please use it as a working guide to facilitate your new employee's acclimation to Nova Southeastern University.

Prior to the employee's arrival:

- Once candidate has accepted the offer, provide the candidate's information and start date to your Center's HR Contact.
- Send your new employee a welcome letter at least two weeks prior to start date including the specifics of the job such as position description, salary, reporting relationship and start date.
- Verify your new employee is available to meet your **HR Contact** one to two weeks before their start date to complete the new hire package.

Your new hire needs to bring to this meeting the completed, signed new hire forms along with acceptable proof of identification (e.g., photo ID, Social Security card, passport, and visa). If applicable, original transcripts will also be needed.

http://www.nova.edu/cwis/hrd/orientation/new_hire.html

Completed new hire paperwork is to be submitted to the Human Resources Office, HRIS. Timely submission of paperwork will allow for NSU ID and email being ready by the new hires first workday

- Stay in regular communication with your new employee via email or phone during the period between the acceptance and the start date.

Provide the link below to register for NSU New Employee Orientation at:

<http://www.nova.edu/cwis/hrd/orientation/index.html>

If your Center conducts orientation for new hires, find out with the organizer when the new employee is scheduled to attend

- Provide your new employee with critical first day information such as : when to arrive (date and time), where to park, where to report, what to wear (e.g., uniform, professional, business casual) , what the schedule will be, Campus map location <http://www.nova.edu/locations/index.html>, local area resources if applicable

Logistics

- Prepare the new employee's workstation including desk, chair, computer, phone, supplies, name cards, name plates, keys or access card, mailbox label.
- Announce the hiring of your new employee and ask others to welcome and show support, such as hanging a welcome sign at their workstation, office coffee break, etc. A short email announcement should include when he/she is starting and in which position, a brief bio (e.g., previous employment, education, experience, job position in and reporting structure).
- If possible, designate a mentor or buddy to answer questions, give support and check in with the new employee to make sure they have everything they need during the transition period.
- Prepare a Welcome binder for new employee. You can customize the binder contents to your Department/Center needs. See template at the New Employee Orientation website.
- Determine which systems the new employee will need access to and process the employee's accounts.
- Prepare a first day agenda for the new employee and establish a plan and timeline for training based on your department needs.

First Day Checklist

General

- Provide a Welcome Binder to employee and discuss the agenda for the day!
- Conduct departmental orientation including a tour of the office and/or building (restrooms, copy room, kitchen, emergency exits)
- Introduce employee to supervisors and co-workers and briefly explain the work of each employee. Be sure to identify key personnel (e.g. the new employee's mentor, who to go to for office supplies, etc.). Whenever possible, invite the department head to greet your new employee.
- Make arrangements for taking new hire to lunch or coffee (if the new employee is Faculty, lunch may be with Dean)
- Explain NSU's Vision, Mission and Values and how your department and the new employee's job supports them.
<http://www.nova.edu/president/timeline.html>
- Review department and division organizational charts and how they relate to the overall NSU's structure.

Job responsibilities

- Review the new employee's job description, role and responsibilities. "A day in the life...." realistic preview of a typical day for the new employee's position may be helpful.
- Explain the orientation performance evaluation, NSU's performance evaluation program, your performance expectations and the frequency of the reviews.
http://www.nova.edu/cwis/hrd/compensation/forms/performance_management.ppt
- Review office procedures, standards and schedules, lunch break, computer security and other office protocol. Make sure someone explains to new employee the phone system, location of faxes and copiers. Emphasize courtesy and behavior with students, patients, visitors and other departmental personnel.

Wages and hours

- Explain timesheet procedures, Absence from Work policy, Salary and other compensation if applicable, merit eligibility and cycles, pay periods and calendar (e.g. academic and general campus, administrative holidays, standing meetings, special events).

<http://www.nova.edu/cwis/hrd/orientation/index.html>

- Explain paycheck distribution procedures and availability of direct deposit, including where and when checks will be received.

Benefits

- Confirm that the employee is scheduled to attend NSU orientation session

<http://www.nova.edu/cwis/hrd/orientation.html>

Safety

- Alert the employee to safety regulations and possible hazards associated with the work area and the procedure to follow in the event of an accident or fire.
- Whenever applicable, discuss handling, safety precautions and training programs for any toxic substances covered by the Florida Right-to-Know Law.
- Discuss the care and proper usage of any equipment the employee will operate.

First Week Checklist

General

- Make sure the new employee has completed or is registered for NSU Orientation.
- Introduce work for the employee to accomplish as a first assignment. Assist and coach as needed.
- Arrange meeting for new employee to meet with Dean or Department Head as applicable.
- Explain and obtain access to filing and mail systems (shared drives used, etc.)
- Inform new employee about regular scheduled staff meetings.
- Add new staff member to circulation and departmental telephone list.
- Provide a list of goals and accomplishments to be completed by new employee within the orientation period.

Training

- Provide the new employee with a Training List to be completed. Remind new employee that mandatory WebCt training is to be completed before the 3-month orientation period.
- Schedule employee in job-appropriate NSU Training programs at <http://www.nova.edu/cwis/hrd/trngsched>

Within two weeks

- Be sure to check-in regularly with the employee (e.g. how are you doing?)
- Follow-up with employee regarding work environment, equipment, access to systems and training.
- Remind the employee about Benefits enrollment deadline and who to contact for information or guidance.

First Month Checklist

- Ensure that the new employee has completed the benefits enrollment process within 30 days of the benefits eligibility date.

- Encourage new employee to check first paycheck information to ensure it reflect benefit plan choices, payroll deductions and personal information correctly.
- Continue to clarify roles, responsibilities and expectations as needed and provide on-going coaching and feedback.
- Schedule weekly/monthly update meeting as needed.
- Complete one-month Performance Evaluation or feedback session.

3-Month Checklist

- Continue to clarify roles, responsibilities and expectations as needed and provide ongoing coaching and feedback.
- Schedule Planning and Performance Review for the third month review.
http://www.nova.edu/cwis/hrd/forms/orientation_review.xls
- Complete three month Orientation evaluation, for guidelines access
<http://www.nova.edu/cwis/hrd/emphanbk/orient.html>
- If continuing employment, set goals for a sixth month and annual performance evaluation.

All of the above items, if applicable, have been discussed with the employee.

Employee's signature

Date

Supervisor's signature

Date