

NEW EMPLOYEE SUPERVISOR'S CHECKLIST

Employee's Name: _____ Start Date: _____

Supervisor: _____

Note: *When planning for a new employee's arrival, please allow sufficient lead time for the ordering and setup of computer equipment, system / network access, and / or the creation of e-mail accounts, and phone installation.*

Please Note: *This checklist is for your own personal use to help in easing the transition for a new employee. This form does not have to be submitted to anyone at WPI.*

Check when completed

Prior to a New Employee's Start Date: *The following should be considered prior to a new employee's start date*

- Complete the Request for CCC Accounts Form and forward to the Office of Human Resources
- Setup the new employee's work area (including phone, computer, office supplies)
- Develop an agenda for the new employee's orientation to the department (notify those persons who are expected to be involved in the orientation process)
- Notify department staff of the new employee's start date

Day One: *The following should be completed on the first day of employment*

- The new employee will attend the New Employee Orientation, to include computer training
- Visit Administrative Services for employee photo ID
- Visit Campus Police for parking decal
- Campus and Department Tour (including location of dining areas, rest rooms, appropriate parking location)
- Introduction to coworkers
- Arrange for several people in the department to have lunch with the new employee

Week One: *The following should be reviewed / completed within the first week of employment*

- Job Description / Responsibilities
- Training Schedule (including any regulatory training that may apply)
- Department Standards
- Performance Management Process
- Review the use of Department equipment (fax, copy machine, etc.)
- Phone / Voicemail setup / Dialing instructions (campus telephone directory)
- Office Key (if applicable)
- In addition to the computer training on day one
 - Computer Applications (e-mail, department specific applications)
 - Systems Training (i.e., Banner)

Other Things to Consider:

- Ordering business cards, name tags, etc. (if applicable)
- Other members of the WPI community the new employee should meet