

New Employee and Supervisor Checklist



Hampshire College

Human Resources

SUPERVISOR: Please remember to submit an “Employee Computing Request” form found on the IT webpage for your new employee’s computer needs and email. This should be done **before** the first day of employment.

NEW EMPLOYEE: We encourage you to find out about your job and the campus during your first few weeks. Please ask your supervisor about the items below.

First Day on the Job:

- _____ Submit all new hire paperwork, including I-9 identification, to the Human Resources office. Make arrangements for a benefit orientation with Benefits Manager
- _____ Tour of your assigned work space, building, immediate area and introduction to other staff members
- _____ Location of restrooms, refreshments and break areas
- _____ Review of the department’s organizational structure, mission of your department and relation to the college
- _____ Obtain a description of your job
- _____ Review of department’s policies/procedures including:
 - Working Hours
 - Telephone, e-mail and Internet use
 - Instructions for completion of online timesheet including deadlines and pay dates
 - Office organization (keys, files, supplies, etc.)
 - Office resources (directories, staff listings, computer program manuals, etc.)
 - Staff meetings
- _____ Apply for a vehicle registration sticker on the TheHub: <http://thehub.hampshire.edu>
Please log in to TheHub website and choose “Employee Menu,” and then “Vehicle Registration.”

During the First Week:

- _____ Review work area to ensure needed equipment is in place
- _____ Provide information on call-in procedures in case of tardiness or absence, use of vacation, personal and sick leave, pay schedule, and work rules in department. Review of personnel policies and procedure. Employee Policy Manual is available on the web—just type HR in the address box of your internet browser to get to the manual on the HR website.
- _____ Orientation to safety; defensive driving course, credentialed driver policy, emergency procedures, evacuation procedures, location of fire extinguishers, work hazards and procedures for reporting injuries on the job.
- _____ General review of accounting, account numbers and journal vouchers (if appropriate)
- _____ Review computer competency
 - Attend IT training during first week of employment for detailed information on: email, TheHub, calendar, announcements, directory, work orders, etc.
 - Overview of policies/procedures, including confidentiality
 - Knowledge and comfort with department’s hardware/software
 - **Hardware:** *turning on, backing up, printing, shutting down, etc*
 - **Software:** *Word, Excel, email system or other programs needed to perform job*
 - Arrange for further training and support as needed
- _____ Review communication within department; how to find out information about the College. Appropriate formats and avenues of communication, where to get questions answered.

Within First Month of Employment:

- _____ Review of probationary period, what is expected; performance evaluations during probation and beyond. Department’s training plan during probationary period.