

# Departmental New Employee Checklist

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

PREARRIVAL	Who	Date completed
<p><b>Communicate Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Send Welcome Email to new employee, including:               <ul style="list-style-type: none"> <li>• Position Information – title, salary, supervisor, when &amp; where to report, and meal breaks. <i>(See department procedures below.)</i></li> <li>• Where to park on the first day. <i>(Contact Parking Services, ext. 8103, for current parking information)</i></li> <li>• Applicable New Employee Checklist and Invitation to visit New@UVU – New Employee Welcome webpage (<a href="http://www.uvu.edu/hr/training/newemployee.html">http://www.uvu.edu/hr/training/newemployee.html</a>)</li> <li>• Instructions to complete new hire paperwork in Human Resources. <i>(Specific information found on the applicable New Employee Checklist.)</i></li> </ul> </li> <li><input type="checkbox"/> Call new employee to confirm start date, place, etc.</li> <li><input type="checkbox"/> Send internal memo to the department announcing new employee's arrival date and duties.</li> <li><input type="checkbox"/> Submit appropriate ePAF</li> </ul>	<p>Department Supervisor (Hiring Agent)</p>	
<p><b>Prepare the Work Area</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure cleanliness &amp; order of work area</li> <li><input type="checkbox"/> Order:               <ul style="list-style-type: none"> <li>• basic supplies, name plate &amp; business cards, if appropriate</li> <li>• procurement card, if appropriate</li> <li>• office keys, if needed</li> <li>• telephone installation and assign number (or complete change order)</li> <li>• UVID Card request form: (<a href="http://www.uvu.edu/campusconnection/idcards/employee.html">http://www.uvu.edu/campusconnection/idcards/employee.html</a>)</li> </ul> </li> <li><input type="checkbox"/> Arrange for computer &amp; software installation</li> </ul>	<p>Department Supervisor/ department designee</p>	
<p><b>Assemble a New Employee Packet (suggested items, not necessarily all inclusive)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Welcome Letter from Department (see Appendix A for template)</li> <li><input type="checkbox"/> Copy of job description</li> <li><input type="checkbox"/> Department structure and priorities               <ul style="list-style-type: none"> <li>• Statement of department goals/mission/vision</li> <li>• Department organization chart &amp; phone list</li> <li>• Campus map</li> <li>• List of applicable department projects, initiatives, etc.</li> <li>• Training Schedule, as applicable</li> </ul> </li> <li><input type="checkbox"/> Department procedures &amp; guidelines               <ul style="list-style-type: none"> <li>• Personnel guidelines</li> <li>• Attendance expectations, normal work hours/time report &amp; procedures</li> <li>• Meal breaks/work breaks</li> <li>• Workplace attire</li> <li>• Conflict of interest</li> <li>• Work environment, emergency and safety procedures</li> <li>• Parking procedures &amp; building access procedures</li> <li>• Telephone/email policies</li> <li>• Office supply order procedure</li> </ul> </li> <li><input type="checkbox"/> UVU phone directory</li> <li><input type="checkbox"/> UTA transit information and maps</li> </ul>	<p>Department Supervisor/ department designee</p>	

<p><b>Plan First Day</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create plan of action for 1<sup>st</sup> day <ul style="list-style-type: none"> <li>• Identify a meaningful first work assignment, or first day activities</li> <li>• Arrange for meeting with appropriate person in the department for the first day</li> <li>• Plan to take the new Employee to lunch</li> </ul> </li> <li><input type="checkbox"/> Schedule, if appropriate, a mentor (see below)</li> <li><input type="checkbox"/> Finalize Work Area</li> <li><input type="checkbox"/> Set-up Appropriate/Applicable Schedule for Training <ul style="list-style-type: none"> <li>• Technical Training – procedures, forms, job specific skills, etc.</li> <li>• Business Operations – Banner, ProCard, Procurement, Defensive Driving, etc. <i>(For Defensive Driving Information Contact Fleet Services, ext. 8720, if applicable)</i></li> <li>• Leadership/Management/Supervisor Skills Training</li> <li>• Other Department Specific Training</li> </ul> </li> </ul>	<p>Department Supervisor (Hiring Agent)</p>	
<p><b><u>Mentor Selection Criteria &amp; Responsibilities</u></b></p> <p><b>Criteria:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates high performance</li> <li>• Is given time to be accessible to the new employee</li> <li>• Is skilled in the new employee's job</li> <li>• Is proud of the organization</li> <li>• Is a peer of the new employee</li> <li>• Has patience and good communication &amp; interpersonal skills</li> <li>• Wants to be a mentor</li> <li>• Is a positive role model (well regarded &amp; accepted by current employees)</li> <li>• Has been selected in advance &amp; trained in mentor responsibilities</li> </ul> <p><b>Mentor Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Be an information resource for the new employee on policies, procedures, work rules, norms, etc</li> <li>• Help socialize the new employee</li> <li>• Assist in training the new employee</li> <li>• Be a tour guide</li> <li>• Identify resources</li> <li>• Provide introductions</li> </ul>		
<p><b>ARRIVAL OF NEW EMPLOYEE</b></p>		
<p><b>DURING THE FIRST DAY</b></p>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Greet the employee &amp; introduce him/her to co-workers &amp; work areas</li> <li><input type="checkbox"/> Information review (New Employee Packet, New Employee Checklist)</li> <li><input type="checkbox"/> Review job description</li> <li><input type="checkbox"/> Schedule New Employee Orientation time. Detailed information found at: <a href="http://www.uvu.edu/hr/training/newemployeeorientation.html">http://www.uvu.edu/hr/training/newemployeeorientation.html</a></li> <li><input type="checkbox"/> Review process to obtain UVU ID &amp; Employee ID Card</li> <li><input type="checkbox"/> Review Emergency Procedures and Safety Information</li> <li><input type="checkbox"/> Have employee complete online Parking Permit Form found at: <a href="http://www.uvu.edu/parking/permits/empform.php">www.uvu.edu/parking/permits/empform.php</a></li> <li><input type="checkbox"/> Review IT Helpdesk computer support, as applicable</li> </ul>	<p>Department Supervisor/ or department designee, as appropriate</p>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Assign first project &amp; schedule specific feedback session</li> <li><input type="checkbox"/> Review the first-week schedule of activities &amp; assignments</li> <li><input type="checkbox"/> Introduce to Mentor, if using the mentor approach</li> <li><input type="checkbox"/> Review applicable probationary status.</li> </ul>	<p>Department Supervisor</p>	

<b>DURING THE FIRST WEEK</b>		
<input type="checkbox"/> Review training plan with new employee <ul style="list-style-type: none"> <li>• Technical Training</li> <li>• Business Operations</li> <li>• Leadership/Management/Supervisor Skills Training</li> <li>• Other Department Specific Training _____</li> </ul>	Department Supervisor	
<input type="checkbox"/> Check in with the new employee to review the department structure & priorities section of the welcome packet <ul style="list-style-type: none"> <li>• Statement of department vision/mission/goals</li> <li>• Department organization chart</li> <li>• Department phone list</li> <li>• Campus Map</li> <li>• List of all current department projects &amp; priorities</li> <li>• The new employee's relationship with other roles in the department</li> </ul> <input type="checkbox"/> Describe customer service & performance expectations for the University & Department <input type="checkbox"/> Team Review—review teamwork expectations; set up 1:1 meetings with team members and other resources	Department Supervisor/ or department designee, as appropriate	
<b>DURING THE FIRST MONTH</b>		
<input type="checkbox"/> Meet bi-weekly with the new employee to answer questions and insure that the new employee is becoming acclimated to the department and position responsibilities <input type="checkbox"/> Discuss the guiding principles and how the new employee has seen them “in action” within the department <input type="checkbox"/> Insure that the employee has signed up for benefits (where applicable) <input type="checkbox"/> Ensure attendance at the New Employee Orientation (where applicable)	Department Supervisor	
<b>DURING THE FIRST 90 DAYS</b>		
<input type="checkbox"/> Assist new employee with creating a performance plan through <a href="http://www.uvu.jobs/hr">www.uvu.jobs/hr</a> (see <a href="http://www.uvu.edu/hr/performance">www.uvu.edu/hr/performance</a> for information) <input type="checkbox"/> At the end of 3 months, complete mid-point probationary review (full-time, benefits-eligible staff only)	Department Supervisor	
<b>ONE MONTH PRIOR TO THE END OF PROBATIONARY PERIOD (Full-time, benefits-eligible staff)</b>		
<input type="checkbox"/> Conduct performance review <input type="checkbox"/> Meet with the employee to review performance <input type="checkbox"/> Determine probationary status of new employee (see UVU Policy #334)	Department Supervisor	
<b>AFTER PROBATIONARY PERIOD</b>		
<input type="checkbox"/> Celebrate the completion of the probationary period <input type="checkbox"/> Regularly review progress of the employee according to UVU Policy #331 and Policy #371.	Department Supervisor	

## Appendix A: Welcome Letter Template

The following template is an example of a cover letter that can be used with the welcome packet put together for new employees. This would be delivered to the new employee on the first day of their employment for review with the department supervisor and/or the department designee.

WELCOME TO UTAH VALLEY UNIVERSITY!

TO: <Name of New Employee>

FROM: <Department Manager>  
<Designated Staff Assistant>

RE: New Employee Orientation in the Department

DATE: <Date>

Welcome to the <Department name>. We are delighted to have you join us and look forward to helping you transition into this new position.

The purpose of <Department name> is <Department mission statement>. The unique knowledge and skills you bring to this position will help us meet our mission. Your new job may seem a bit unfamiliar at first. There are always things to learn. Your supervisor will do everything possible to help you get started. Make sure to ask questions.

We have a great team and you will enjoy getting to know them. To help you remember the name of some of our team members that will be helpful to you, we created a small list:

Your Supervisor	<NAME>
Your Department Manager:	<NAME>
Your Divisional Leadership	<NAME(S)>
The University President	<b>Matthew S. Holland</b>

Some of the other people you will want to remember are:

Department Personnel Coordinator (helps with payroll)	<NAME>
Individuals you will work closely with	<NAME(S)>

<NAME> has been here long enough to know our work and our department very well. She/he can also answer many of the question you might have.

We have prepared the attached packet of information to help you get acquainted with our department. Our first task today will be to review this information with you and to answer any questions you have.

We look forward to working with you.