UMKC School of Medicine

NEW EMPLOYEE ORIENTATION CHECKLIST

It is the supervisor's responsibility to provide each new employee with an 'on the job' orientation. Please use this checklist to ensure your new employee feels welcomed, wanted, and prepared for the start of their career at UMKC!

PREPARATION PRIOR TO EMPLOYEE'S ARRIVAL

❑ Before their first day of work consider sending your new employee a card or a welcome note to their home

❑ Inform your current employees that a new employee is joining the team

❑ Have each person pick one thing they can do to welcome the new employee

❑ Ensure your calendar is open on their first day

❑ Make sure their workspace is clean and appropriately equipped (desktop is dusted, provide working pens, pencils, phone is setup for them, etc.)
   1. Contact Becky Pottebaum for phone setup and to order furniture (if needed)
   2. Contact Christopher Boyce for computer purchase (if needed)

GENERAL INFORMATION

❑ Introduce to fellow workers

❑ Provide a tour of building
   — Show them to their desk/workspace (make sure it is clean and appropriately equipped prior to their arrival)
   — Indicate nearest location of vending machines and break area
   — Show location of rest rooms and storage place for personal items
   — Show them the office printer, copier, fax machine
   — Explain where to find supplies or who to contact to approve/place an order
   — When, where, and how to enter the work location (including after hours)
   — Where to go in the event of an emergency (Tornado, Fire, Intruder in the building)

❑ Department rules and expectations: dress code, use of telephones, use of computer, etc.

❑ When and whom to call when absence or tardiness is necessary, and how to schedule time off

❑ Provide with office key(s)

❑ Discuss work schedule including lunch and break periods

❑ Timesheet procedures and expectations (if applicable)

❑ Show where to find first-aid materials, and when, to who and how to report accidents and injuries

❑ Exchange emergency contact information

❑ Assemble a roster of your current team/Request organizational chart from Jessie Baker

❑ Share departmental history and general department objectives

❑ Answer any general questions the employee may have. Ask, "What questions do you have?" rather than, "Are there any questions?"

LUNCH PERIOD (FIRST DAY)

- ❑ Take, or assign a co-worker to take the new employee to lunch
- ❑ If you or a co-worker is not available on their first day, suggest places available near or on campus

WORK ASSIGNMENTS

- ❑ Have a training plan prior to their arrival
- ❑ Provide desk/procedure manual if available, go through it together at least once
- ❑ Discuss work performance and expectations
- ❑ Explain how the employee's specific duties fit into the department and the University objectives
- ❑ Designate a person to whom to go for help. Make certain that the person is helpful and readily available
- ❑ Discuss overtime probability and rate
- ❑ Once employee has ID number, request any access the employee needs (People Soft/ePro/Pro-Card) by contacting Becky Pottebaum (if needed)

PERFORMANCE MANAGEMENT

- ❑ Within first month, discuss the UMKC Performance Management System and write SMART objectives to be completed during their first six months. (See HR Website for details)
- ❑ Direct them to the Human Resources website to download a copy of the Employee's Guide to Performance Appraisal
- ❑ Provide ongoing feedback and coaching regarding their performance
- ❑ Stay connected to your new employee, ask them how they are adjusting to their new work environment

FIRST PAY DAY

- ❑ Explain how net amount of check is computed
    1. Rate, hours or monthly converted to hourly
    2. Hours, period covered. Overtime hours and rate, if any
    3. Amount of gross pay
    4. Federal and state withholding taxes, social security tax and city earnings tax
    5. Other deductions, voluntary