Your Guide – Suggestions for New Employee Engagement and Orientation

At The Ohio State University, you play an *important role.* You guide new employees as they begin their journey down what we hope will be a fulfilling career with Ohio State. This new employee orientation checklist will help you perform this role. By *completing these tasks* over the next 12 months. you will help your new team member become an engaged employee and increase his or her contribution to Ohio State.

Tasks completed by:

Date:

Prior to the new hire's start date

- □ Participate in the interview process
- □ After verbal job offer, send confirmation letter (see sample letters of offer on the web, http://hr.osu.edu)
- □ Enter new hire information into the HR System
- **C**reate and post an announcement about the new hire
- Contact your new employee to welcome them into your unit
- □ Provide your new hire with:
 - ✓ Starting time
 - \checkmark Where and to whom he/she should report on first day
 - ✓ Information to bring on first day
 - ✓ First day parking pass
 - ✓ Campus map
- □ Provide Columbus relocation information (if necessary)
- □ Ensure desktop setup is complete (computer, phone, mailbox, supplies)
- □ Order office keys
- Obtain password(s) for the computer; add new hire's name to shared directories; obtain university e-mail account (if applicable)
- □ Schedule physical if necessary
- Register employee for university-wide new employee orientation by contacting Organization and Human Resource Development, 292-4500
- □ Schedule time to spend with your new employee during the first week
- □ Select an employee on your team to become a buddy/mentor to the new employee
- Prepare department orientation agenda for first day/week and put together department orientation packet (see Organization and HR Development Department Orientation guideline)

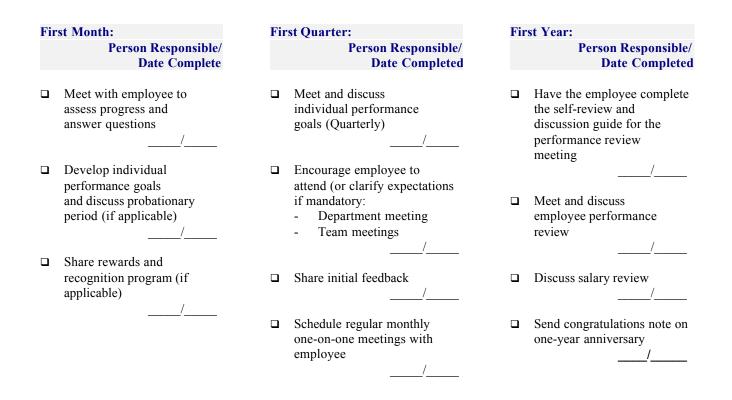


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F1	rst Week:		Person Responsible/Date Complete
ב	Provide a copy of the job description and review it with the employee	/	Confirm date of university-wide new employee orientation program/
ב	Discuss roles, responsibilities and expectations	/	Discuss personal and department safety and security issues/
ב	Discuss hours, vacation/personal/ sick days, dress code, and payroll information	/	Gather all pertinent forms from employee (I-9 documentation, tax forms, payroll forms, etc.)
	Explain office equipment (phones, computer, etc.)	/	Provide access to the Ohio Ethics booklet and have the employee sign the acknowledgment form
	Discuss office procedures (how to order supplies, office equipment use)	/	/
ב	Discuss e-mail, internet and voicemail use	/	Schedule time for the employee to go to Bevis Hall to obtain parking pass
	Share the culture/history/ environment of the department	/	Provide time for the employee to go to Lincoln Tower to obtain BUCK I.D.
	Identify department HR contact and describe role	/	Provide benefits information/
	Distribute miscellaneous university information (i.e. dept. calendar, policies, staff directories, etc)	/	Share direct deposit information, State Employees Credit Union Information and general money/banking information
ב	Discuss university and department policies and procedures and unifying		Share the holiday schedule/
	principles/guidelines	/	Share the "hidden benefits" (Larkins Hall, Athletic events, Wexner Center, etc)
	Discuss university mission/ vision, goals, values and expected behaviors	/	Provide a tour of the department/building, review
ב	Share organizational chart	/	parking and bus accessibility/
	Provide schedules for required and optional university and departmental training	/	Provide new employee with copies of <i>reSources</i> and <i>onCampus</i> and ensure employee is on the mailing list for both

(continued)

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Other Manager Resources

Additional resources and guidelines for managers can be found through the following resources:

Organization and Human Resource Development	
Employment Services	
Consulting Services	
Benefits/HR Customer Service	
Payroll	
Office of Human Resources Web site	http://hr.osu.edu
The Ohio State University Web site	www.osu.edu