

NEW EMPLOYEE CHECKLIST

Employee's Name _____ Date Employed _____

Position Title _____ Department _____ Supervisor _____

By providing the following information, you will help your new employee become oriented to your department more quickly. Please place a check mark to indicate you have reviewed and discussed the following with your employee.

Before the First Day

- Provide the employee information on where they should park, what they should wear, where they should report for work and for whom they should ask.
- Prepare the employee's office or work area so he/she feels comfortable on the first day (e.g., order supplies, have a nametag and desk plate made, order business cards, make sure work area is clean, etc.)
- If employee will use a computer, ensure computing needs are met.
- Announce appointment via staff email list.
- Schedule an appointment for the employee on the first day to meet with Human Resources to complete payroll and benefit forms.

The First Day

A. The Essentials...

- Establish what name the new employee prefers.
- Tour of the work area (rest rooms, water fountains, employee bulletin boards, vending machines, coat racks, lockers, first aid supplies, fire exits, employee entrances, break areas, mailboxes, copier, etc.)
- Explain how to use the computer, telephone, and the proper way to answer the telephone.
- Explain how and where to obtain and order supplies.

B. The Department...

- Personal introduction to fellow employees by the supervisor.
- Review of job responsibilities and position description (provide employee with copy of job description).
- Explain the procedure for handling complaints within the department.
- Provide a precise work assignment on the employee's first day, along with a full explanation of where to go for assistance. (This gives the employee a sense of achievement and accomplishment on the very first day).

C. Safety and Emergency Procedures

- If appropriate, schedule Hazard Communication (MSDS) training and Bloodborne Pathogen training.
- Explain what to do in case of a fire, tornado, etc.
- Explain what to do if an accident or injury occurs and location of first aid kit.

D. Administrative Details.

- Assist employee in obtaining keys, combinations to locks, a telephone number and an email address. Explain any restrictions that may apply to these items.
- Schedule an informal discussion with employee at an appropriate time just prior to the end of the day:
 - a. Get employee's impression of his/her first day.
 - b. Give the employee feedback concerning his/her job performance – be as positive as possible, but honest.
 - c. Give assurance: express confidence (if appropriate).

- d. Show understanding: listen patiently.
- e. Leave employee with the understanding that there will be adequate and supportive supervision. Encourage him/her to continue to ask questions when unclear.

Second day through end of first two weeks

I. Attendance and Pay Issues

- Explain paydays.
- Train on easy clocking, if hourly paid employee.
- Discuss the importance of regular attendance and punctuality to the department.
- Review the call-in procedures and proper notification of tardiness and absences.
- Discuss sick leave policy and how to properly document usage.
- Discuss how an employee accrues, requests, and reports use of vacation leave.
- Discuss the holiday schedule.
- If appropriate, explain overtime request and reporting procedures.

II. More Departmental Elements

- Discuss why the employee's work is important to the department.
- Explain the goals of the department.
- Explain the general purpose and functions of department, emphasizing the importance of providing superior service and support to employees and the public.
- Explain the interrelationship of the department to other departments.

III. Other Departments within Scott County Fiscal Court

- Introduce employee to department head, employees, and others who the individual may interact with on a regular basis.
- Explain the organizational structure and reporting relationships, share a copy of the organizational chart.

On-going/Continual Discussions

- Observe employee's work performance and inform him/her how well he/she is learning the new job.
- Discuss importance of providing quality service and working effectively as a member of the team.
- Discuss ways that job performance can be improved.
- Encourage employee to continue to ask questions whenever he/she is unclear.
- Point out employee's strong points and commend employee for good work.
- Inquire about and discuss difficulties that the employee has with the job. Ask what things you could do to help.
- Set up a designated time period, perhaps weekly, to meet with the employee to discuss his/her questions and concerns during the first few months of employment.