

Preparing for New Employees
Setting the Stage for Success
Managers/Supervisor of New Employees

Prior to the First Day:

- ☐ Consider preparing New Employee Departmental Announcement
- ☐ Consider preparing personal new employee welcome letter
- ☐ Establish a departmental personnel file which includes a copy of the new employees resume, related appointment information, copy of role documentation
- ☐ Prepare the work area:
 - Insure cleanliness and order of work area
 - Order nameplate, business cards and stock work space with supplies
- ☐ Working with department members, assemble pertinent information for new employee:
 - divisional/departmental goals/mission/vision
 - departmental organizational chart
 - departmental list of staff and phone extensions
 - role documentation of new employee and those they supervise
 - office procedures/standards
- ☐ Coordinate a meaningful first week of work for the new employee
- ☐ **Computer/Phone Access**
 - Complete IS new hire form online
 - o <http://www.wellesley.edu/Computing/Forms/newhire.html>
 - If use Meeting Maker, initiate meeting maker account request
 - o <http://www.wellesley.edu/Systems.and.Networks/mm/newuser.html>
 - Learning about college, IS training for new staff (Useful tool if new employee does not currently have login information-manager would have to login to a computer.)
 - o <http://web.wellesley.edu/web/Dept/LT/Computing/train.psml>
 - Either supervisor or new hire: contact help desk to schedule new user orientation
 - If new hire will need Banner ERP access, supervisor begins filling out IS and Budget Office forms.
 - o <http://web.wellesley.edu/web/Dept/LT/About/EAI/banner.psml>

The First Day:

- ☐ Greet the new employee and introduce them to co-workers and work area
- ☐ Tour department work area, supplies area, restrooms, coat storage, equipment
- ☐ Tour the building, pointing out different departments, exits and places to eat
- ☐ Review information gathered prior to first day including, goals, org. chart, role document, office procedures/standards
- ☐ Discuss first week schedule of activities
- ☐ Arrange for lunch: Surprisingly, a number of new hires are left to fend for themselves for lunch on their first day. If you can not make it personally, send one or two representatives to join your new hire for lunch.
- ☐ Assign a buddy: Ask a veteran employee to be available to the new employee for questions during his first days on the job
- ☐ Explain the hours of work, including the hours the building/department is open
- ☐ Review policies and reporting pertaining to sick time, vacation, personal time, including reporting absence and sick leave benefit
- ☐ Give the employee keys
- ☐ Take employee to HR to complete necessary paperwork
- ☐ Provide reassurance: Spend some time at the end of the day with the employee. Let her/him know that you are glad she/he is here
- ☐ **Computer/Phone Access:**
 - work with new employee to complete any IS/Budget forms not already completed.

The First Week:

- ☐ Introduce new employee to the person who will be doing the training (if applicable)
- ☐ Review building rules and regulations
 - smoking
 - parking
 - security
 - emergency evacuation
 - work place injuries
- ☐ Review mission, vision and guiding principles
- ☐ Explain how the new employees role interacts with others in the department and outside of the department
- ☐ ID – One card – Employee should contact Campus Police x3260 for information about obtaining a one card identification, parking assignment and decal
- ☐ Review pay polices, schedule and web time entry
- ☐ Discuss orientation and review period and departmental performance management process
- ☐ Establish short-term goals (operational)
- ☐ Discuss performance expectations
- ☐ New employee can take one card to library to get library access.

The First Month:

- ☐ Meet with new employee regularly to answer any questions and to ensure that they are becoming acclimated to the department/college
- ☐ Discuss short-term goals with new employee. They are usually operational in nature
- ☐ Attend new employee orientation session in HR with new employee

During the First Six Months:

- ☐ Establish performance goals with the new employee
- ☐ Regularly review progress and provide feedback to the new Employee on their progress
- ☐ Develop training and career development opportunities
- ☐ Gather the search committee to have an informal meeting with new employee