New Employee Orientation Checklist for Hiring Manager

At Pace University, you play an important role as a hiring manager. You guide new employees as they begin what we hope will be an exciting, fulfilling career at Pace University. We hope that this new employee 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 Pace University.

Note*: Underlined words are links to information on Pace website.*

Tasks completed by:

Date:

Prior to New Employee's Start Date:

☐ After Human Resources has~~,~~ confirmed that your candidate has accepted the position, contact your new employee to welcome them into your department

☐ Provide your new hire with:
  ➢ Starting time
  ➢ Where and to whom she/he should report on first day
  ➢ [Directions/campus map](#)/parking if applicable

☐ Contact Security desk to provide name of new hire and arrange access to building and office if applicable

☐ Send an e-mail to your department announcing new hire

☐ Ensure desk, computer and phone is set up for new hire

  (NOTE: Encourage new employees to complete their new hire paperwork **before** their 1st day of work in order to expedite the set up of email and time sheets. The paperwork may be accessed at the following link [New Hire Paperwork](#)

☐ Think about what systems they will need access to in their position – begin process of getting them access and training (Banner Tables? E-Procurement? etc.)

☐ Order appropriate supplies and keys, if applicable

☐ Note new employee orientation date for new hire on Offer Letter

☐ Schedule time to spend with your new employee on the first day and during their first week

☐ Select an employee on your team to become a buddy/mentor to the new employee –

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- ➢ Explain how to order supplies, how to use phone, copy machine and how to do Travel and Expense Reimbursements.
- ➢ Show new hire location of restrooms, files, office supplies, designated lunch area, vending machines, water dispenser, mail area and procedure for mailing items, etc.
- ➢ Train them or explain how to get systems training, where applicable

Day One:

- ☐ Welcome the new employee personally

- ☐ Introduce to coworkers and training buddy/mentor

- ☐ Show them to their work area/office

- ☐ Tour department and building

- ☐ Share department's organizational chart

- ☐ Share department directory of staff member's names and extensions

- ☐ Introduce department function/role and how it impacts University

- ☐ Provide copies of or link to the University's Mission, Vision, Strategic Plan and department's goals

- ☐ Discuss other university services and departments they will be interacting with on a regular basis and if practical, arrange to introduce them face-to-face

- ☐ Share list of Management Council and Deans of the University

- ☐ Discuss Health and Safety issues
  - ➢ Emergency Exits
  - ➢ Assembly area for fire drill
  - ➢ Emergency preparedness and procedures

- ☐ Direct new hire to Getting Started at Pace website for helpful information and links for new employees

- ☐ Provide a copy of job description, and go over roles, responsibilities and expectations

- ☐ Explain job-related departmental procedures
  - ➢ Work hours
  - ➢ Overtime
  - ➢ Accrued Vacation/Personal/Sick Days
  - ➢ No **paid** time off first 3 months of employment
  - ➢ Emergency Closings
  - ➢ Kronos timesheets
  - ➢ Lunch Hour
  - ➢ Dress code
  - ➢ Attendance and punctuality
  - ➢ Confidentiality

First Few Days/First Week:

- ☐ Ensure Preventing Sexual Harassment online training is completed. The New Hire will receive an email within the first few weeks of employment from Workplace Answers with a link to the training program.

- ☐ Discuss and explain Performance Management and Development Process and set short term objectives

- ☐ Confirm and explain the importance of their attending the New Employee Orientation program

- ☐ Ensure Pace ID and parking decal, if applicable, are obtained

- ☐ Emphasize the requirement to display their Pace ID

- ☐ Start job training program

- ☐ Teach them how to utilize Outlook, Kronos, Help Desk, My PacePortal, Employee Self-Service Features on Portal

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- ☐ Arrange training for other Pace systems, if applicable

- ☐ Discuss department's service standards

- ☐ Discuss how service standards impact the evaluation process

- ☐ Begin to observe job performance, attendance, and punctuality

After 2 Weeks:

- ☐ Meet with new employee to assess progress, check understanding of responsibilities and procedures

- ☐ Check comfort level and give opportunity to ask questions

- ☐ Address issues, concerns and contact

After 4 Weeks:

- ☐ Evaluate progress

- ☐ Meet with employee and set objectives for improvement

- ☐ Give opportunity to ask questions

After 12 Weeks:

- ☐ Meet with employee to check progress and comfort level and to set long term objectives

- ☐ Determine growth areas and plan a professional development program

If you have any questions or concerns, please contact Human Resources. For a full listing of HR staff and departments visit the online HR Directory.

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