



NEW STAFF MEMBER ORIENTATION CHECKLIST FOR SUPERVISORS

This checklist is intended to help you create a welcoming environment for a new staff member in your department by recommending specific actions and activities during the staff member's first several weeks and months at Harvey Mudd College. Please coordinate the following activities with your supervisor and/or Vice President's Office to avoid duplication of effort.

BEFORE THE STAFF MEMBER STARTS

- Confirm first day logistics with the new staff member:
 - o start date and schedule (i.e. work hours and work days)
 - o where when to report on the first day
 - o where to park
- Order equipment (i.e. computer, chair, etc.), if applicable
- Send an email/notice to department staff announcing the new staff member's arrival
- Contact the Human Resources Office to confirm orientation date and time

PREPARE THE STAFF MEMBER'S WORK AREA

- Ensure the staff member's work area is clean and furniture/equipment is in place
- Assign a locker, if applicable
- Order necessary supplies (e.g., name plate, name tag, business cards, desk supplies, desk keys)
- Order uniforms, if applicable
- Order keys from Facilities & Maintenance
- Request an HMC email account if applicable
- Order /install a telephone and request a number, if applicable
- Arrange for computer and software installation, if applicable
- Provide a department phone list
- Order a name plate/door sign from F&M

DURING THE FIRST THREE DAYS

- Meet and greet the staff member
- Introduce the staff member to department staff and staff who work in the same building/floor
- Show the staff member where amenities are located (i.e. restrooms, refrigerator, microwave, coffee/refreshments, Dining Commons, coffee cart, etc.)
- Show the staff member where emergency exits are located
- Take the staff member to lunch (check department protocol first)
- Allow time for the staff member to stop in the Human Resources Office to complete new hire paperwork
- Allow time for the staff member to obtain an ID card and parking permit
- Confirm the date and time of the staff member's orientation with the Human Resources Office
- Make sure the staff member's network and email access is working
- Review current assignments awaiting the staff member

DURING THE FIRST THREE DAYS (continued)

- Explain regular work schedule, how to report time (nonexempt staff report all hours worked/exempt staff report absences), procedures for reporting a late arrival to work or absence, and procedures to request time off
- Discuss meal break and rest break policies for non-exempt staff members (meal break is unpaid and must be at least 30 minutes; one 10 minute rest break should be taken for each four hours of work)
- Check to make sure the staff member knows where to find and access employment and applicable business policies
- Describe the relationship between the department and the College

DURING THE FIRST/SECOND WEEK

- Review the College's mission, history and Strategic Vision
- Discuss the new staff member's role within the department and College and with whom the staff member will interact the most (internally and externally)
- Describe customer service expectations
- Discuss performance expectations
 - Review the job description again
 - Give the staff member a copy of the staff the performance evaluation form you use or show them where to find it on the Human Resources website so the staff member knows what will be the basis for the evaluation at the end of the staff member's initial review period
 - Discuss the performance factors described in evaluation form so you have a mutual understanding of what each one means and how it pertains to the staff member's job
 - Establish performance goals

DURING THE FIRST 60-180 DAYS

- Arrange for a campus tour (given by the department or contact the Office of Admission for a schedule of tours)
- Arrange for or provide safety training (contact the Office of Emergency Preparedness & Safety at extension 18226)
- Each staff member has a 180-day initial review period from the date of hire. Give regular feedback on how the new staff member is performing job responsibilities and review progress on goals.
- Consult with your supervisor or the Human Resources Office if you need assistance with giving feedback or addressing performance issues

AT THE END OF THE STAFF MEMBER'S 180-DAY INITIAL REVIEW PERIOD

- The Human Resources Office will contact you prior to the end of the staff member's initial review period and advise you that it is time to provide the staff member with a formal performance evaluation
- If the review period is to be extended or there are specific issues that need to be addressed that may affect the staff member's employment, consult with Human Resources staff
- If applicable, plan goals and next steps for the remainder of the staff member's first year at Harvey Mudd College