Employee's First Day

Supervisor's Checklist for New Employees: The checklist contains key tasks to help with your employee's first day acclimation. You may want to ask others on your team to help with some of these responsibilities.

Introductions:

	Greet the employee and discuss the plan for the first day. Show them their workspace/office, and where to put personal belongings.
	Remind employee to sign and return contract and any personnel forms to <u>Human Resource Management</u>.
	Introduce the employee to each person in the department and discuss department mission and strategic plan, how job roles interact, and its relation to other departments on campus.
	Lunch - if planned, have lunch with scheduled participants. If not, make sure new employee knows where they can go for lunch and what others generally do for lunch.

Workplace Orientation:

	Restrooms, Emergency Exits, AED station		Mail and Mail Room, and Packages
	Printer/Copy/Fax Machines		<u>Keys</u> and <u>Building Access</u> and Security
	Water Cooler/Coffee Area/ Vending Machine Conference/Staff/Supply Space		<u>Bengal ID Card</u> and Business Cards (if applicable)

Computer and Telephone:

	Access Email, department SharePoint documents/folders, and shared calendars (if applicable).
	Access to relevant software (Microsoft Office Suite, Teams, Adobe Creative Cloud, Word, Excel, Brightspace, Banner).
	Ensure telephone and voicemail work properly.

Policies, Procedures and Communication:

	Review work schedule, Time and Attendance system (requesting vacation and sick leave, <u>holidays</u>) Refer to <u>Attendance Record Guides and Training Resources</u> for this information.		Complete compliance trainings in the first 30 days. (<u>Sexual Harassment Prevention Training</u>, <u>Workplace Violence Prevention Training</u>, Ethics Training, <u>Title IX</u>
	<u>Emergency Closing Procedures and Response</u> (Sign up for <u>Buff State Alert</u>).		<u>Alcohol and Drug-free workplace</u>
	Handling Confidential Information. Refer to the <u>Confidentiality Statement.</u>		Sign up for <u>The Daily Bulletin</u> to receive campus news every day.

Position Information:

	Review job description, responsibilities, and performance expectations/goals (e.g., performance program.) Refer to the <u>Performance Evaluation and Professional Development System website</u> for information on how to provide an initial review, mid-review and end-of-year review.
	Review <u>professional employee success factors</u> and outline competencies necessary for success at Buffalo State University.