Department Checklist for New Staff Members

The impression a new staff member forms in the first days of employment often colors her or his overall attitude about the university, the department, and you. We have very few opportunities to make good first impressions. This checklist is a guideline to help you make those first few days productive, positive, and to set the tone for the staff member's tenure with the University of Puget Sound.

Prepare a schedule for introducing the new staff member to the university, the department, and the job. Answer the kinds of questions a new staff member is likely to have. Don't overwhelm her or him by packing in too much new information at one time. Make time to meet with the new staff member at least every day for the first week – perhaps for fifteen minutes at the end of the day. Make sure he or she is settling in, answer questions, review job responsibilities, and so on. Let the new staff member know you support her or him.

Before Your New Staff Member Arrives

☐ Send an email or post an announcement for appropriate work groups about the new staff member's arrival. Give a copy of the announcement to your new staff member upon arrival.

☐ Prepare a clean workstation stocked appropriate with supplies.

☐ Ensure that the telephone is properly set up (if applicable) and provide a voicemail instruction booklet. Demonstrate the use of the faculty, staff, student directory on the Web site.

☐ Notify the Tech Help via email (servicedesk@pugetsound.edu) of specific departmental systems/software requirements and ensure that the computer is up and running (if applicable).

☐ Order business cards (if applicable).

☐ Develop a training calendar for the first month; know who will orient your new staff member to what and when.

☐ Have a set of desk/locker keys ready; have a key request form for office keys ready (if applicable).

Department Orientation with New Staff Member

☐ Show the new staff member the location of restrooms, lunch facilities, break facilities, and the lunch and break periods schedule (if applicable).

☐ Invite the new staff member to lunch with you and/or department colleagues on the first day of work. (You may want to invite another staff member to be that new staff member's "buddy," someone to be in charge of showing the new person around, going to lunch with her or the first he days, explaining the University's organization and culture, and – most importantly – answering the many questions all new staff members have.)

☐ Inform the new staff member about appearance standards and uniforms (if applicable).

☐ Introduce the new staff member to people in the department and to those in other departments with who the new staff member will be working.

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Notify the new staff member about special department orientations (e.g. if the individual will be responsible for financial transactions, she or he should meet with the Accounting & Budget Services liaison).

Provide the new staff member with the “Preventing Sexual Harassment” training program. Ask the new staff member to complete the program and print the certificate during the initial review period.

Provide the new staff member with the “Ergonomics for Computer Workstations” tutorial. Ask the new staff member to review the tutorial during the initial review period.

Review with the new staff member how to handle confidential information. (Ask her or him to review and sign the “Non-Disclosure and Confidentiality Agreement” if she or he will have access to confidential information.)

Provide the new staff member with the Federal Education Rights and Privacy Act (FERPA) tutorial if she or he will have access to student information.

Inform the new staff member about the resources, supplies (and how to order), tools, equipment, etc. she or he will be using in her or his new job.

Define workspace neatness expectations and decorating limits for the new staff member.

Review the Privacy and Appropriate Use of Resources policy (e.g. telephone, e-mail, Web, etc.).

Inform the new staff member about departmental expectations regarding workplace visitors.

Describe to her or him what coworkers usually do for lunch.

Inform the new staff member about the University Emergency Mass Notification System. Those who register for this system can be notified about major emergencies via cell phone, text message, campus e-mail, and/or personal e-mail. To request registration e-mail: emergency@pugetsound.edu.

Explain mail services, mail pick-up/delivery times, and the use of FedEx, UPS, and Express mail services to the new staff member (if applicable).

Explain Copy Center services and order forms to the new staff member (if applicable).

Explain Facilities Services Work Orders and procedures to the new staff member (if applicable).

Encourage the new staff member to use the university style guide as a tool to ensure accuracy, clarity, and consistency among campus print and online publications directed to external audiences (if applicable).

Review with the new staff member the university’s mission statement and educational goals:

1. Defining Moments
2. Puget Sound’s strategic plan (link) and core values (link)
3. The department’s purpose, core values, norms, and strategic plan
4. The job description and the performance expectations
5. Department-specific policies and procedures
6. Department organization chart, etc.

Inform the new staff member about departmental staff meetings and individual meetings with the supervisor or department head (if applicable).

Inform the new staff member about the six-month initial review period for new staff members, and the informal and formal feedback about job performance.

Explain to the new staff member the supervisor’s/department head’s availability for and interest in two-way communication.
☐ Arrange for the new staff member to participate in a tour of campus through the Admission Office.

☐ Escort the new staff member to Dining and Conference Services to have his or her Puget Sound identification card picture taken.

☐ Escort the new staff member to Security Services to register his or her automobile (take the vehicle registration form) and to have keys issued (if applicable).

☐ Review departmental safety practices with the new staff member and show her or him the location of the university’s Workplace Safety information, the Earthquake Response Plan, the university's Emergency Closure policy and the Safety and Health Manual (if applicable) in the department.

☐ Inform the new staff member about the appropriate way to answer the telephone (if applicable) and/or to greet those whom the department serves.

☐ Identify for the new staff member who to call (along with the phone number) in the event the staff member will be late or absent and when such calls should be made.

☐ Inform the new staff member about anticipated high-volume work cycles when work beyond regular business hours will be required.

☐ Provide the new staff member with the following information:
   - Staff Policies and Procedures
   - University-wide Policies and Procedures
   - Human Resources’ web site

☐ Inform the new staff member of any applicable identity theft prevention policies and procedures ("Red Flags" policy).

☐ Encourage the new staff member to monitor the HR Professional Development web page.

☐ Provide the new staff member with her or his initial work assignments (keep them simple). Review with her or him how often to check in about assignments and when and how to ask for help.