

Department Checklist for New Staff Members

The impression a new staff member forms in the first days of employment often informs their overall attitude about the university, the department, and the supervisor, and sets the tone for the staff member's tenure with the college. This checklist is a guideline to help supervisors and other colleagues make a new staff member's first few days positive and productive.

Tips for Success:

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- 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 them 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 they are settling in, answer questions, review job responsibilities, and so on. Let the new staff member know you support them.
 - Make time for the staff member to attend the university's New Staff Orientation program. This program adds important institutional context to orientation activities occurring within your department.
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Before Your New Staff Member Arrives

- Send an email or post an announcement for appropriate work groups and key partners 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.
- If applicable, ensure that the telephone is properly set up and provide instructions about setting up voicemail. Demonstrate the use of the faculty, staff, student directory on the Web site.
- Notify the Technology Services Help Desk via email (servicedesk@pugetsound.edu) of specific departmental systems/software requirements, ensure that the computer is up and running, and arrange for the telephone extension and voicemail box to be activated.
- Order business cards with Print and Copy Services (copyservices@pugetsound.edu).
- Develop an onboarding calendar for the staff member's first month; know who will orient your new staff member to various aspects of their job.
- Have a set of desk/locker keys ready; have a key request form for office keys ready. Arrange for needed key card/swipe access to be added to the staff member's ID card.

Department Orientation with New Staff Member

- Introduce the new staff member to people in the department and to those in other departments with whom the new staff member will be working.
- Review with the new staff member the university's [mission statement](#) and educational goals; Defining Moments, Puget Sound's strategic plan and core values ; the department's purpose, core values, norms, and strategic plan; the job description and the performance expectations; department-specific policies and procedures; department organization chart), etc.
- Show the new staff member the location of restrooms, lunch facilities, break facilities and the meal and break periods for their position.
- Invite the new staff member to lunch with you and/or department colleagues on the first day of work. Consider inviting another staff member to be the new staff member's peer mentor, someone to take the lead of showing the new person around campus, going to lunch with them the first few days, explaining the University's organization and culture, and—most importantly—answering the many questions all new staff members have.
- Escort the new staff member to Dining and Conference Services to have their Puget Sound identification card picture taken. Dining and Conference Services is located in Wheelock 240.
- Inform the new staff member about procedures for registering their automobile. They can initiate the parking pass through myPugetSound.
- Inform the new staff member about departmental staff meetings and individual meetings with the supervisor or department head.
- Let the staff member know about your supervisory style, the department's culture and work cycles: what do colleagues typically do for lunch? What are the busiest times of year, and when might the staff member need to work outside of regular business hours? What will their typical work day/week/month look like? How will you make yourself available for questions?
- Provide the new staff member with the resources, supplies, tools, and equipment, etc. they will be using in their job. Provide instructions about how to request supplies or equipment.
- Define appearance norms for your department, including workspace and personal appearance standards, including dress or uniform requirements if any.
- Arrange for the new staff member to participate in special orientations (e.g., if the individual will be responsible for financial transactions, they should meet with the Finance liaison).
- New staff members will be registered for online courses for harassment prevention and eliminating campus sexual violence (Title IX) and data security and privacy. They can access these tutorials through myPugetSound. To see their assigned courses, have them navigate to HR-Self Service and then Compliance Training. Completion is required within 30 days of starting work. Ask the new staff member to confirm their completion by printing the certificate for your records.
- Consider the ergonomics of the staff member's work space. Request ergonomic assessment if necessary by contacting HR; ergonomic assessment is highly recommended prior to furniture purchases or layout changes

to the new staff member's work space. If applicable, provide the new staff member with the "Ergonomics for Computer Workstations" tutorial URL: <http://www2.pugetsound.edu/ot/workstations/>. 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 them to review and sign the "Non-Disclosure and Confidentiality Agreement" if they will have access to confidential information. This can be printed from the HR web page at: <http://www.pugetsound.edu/about/offices-services/human-resources/forms/>.
- Provide the new staff member with the Federal Education Rights and Privacy Act (FERPA) tutorial URL if they will have access to student information. The URL is: <http://www.pugetsound.edu/academics/advising-registrar/know-educational-rights/ferpa-tutorial/>.
- Review departmental safety practices with the new staff member and show them 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 in the department.
- Inform the new staff member about the University Emergency Mass Notification System. Staff receive emergency Security Alerts via a text message to their personal cell phone and/or university email. Staff can provide or update their cell phone number through the portal myPugetSound. [Visit http://www.pugetsound.edu/emergency/](#) for more information.
- Review the Privacy and Appropriate Use of Resources policy (e.g., telephone, e-mail, Web, etc.) and describe department expectations around network resource use.
- Provide the new staff member with their initial work assignments (keep them simple). Review with them how often to check in about assignments and when and how to ask for help.
- If applicable for the new staff member's role, explain:
 - Mail services, mail pick-up/delivery times, and the use of FedEx, UPS, and Express mail services to the new staff member.
 - Print and Copy Center services and order forms to the new staff member.
 - [Facilities Services work requests](#) and procedures to the new staff member.
 - The [university style guide](#) as a tool to ensure accuracy, clarity, and consistency among campus print and online publications directed to external audiences.
- 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 ongoing availability for and interest in two-way communication.
- Inform the new staff member about the appropriate way to answer the telephone and/or to greet those whom the department serves.

- Identify call-in procedures for the new staff member. Include who to call and the phone number) in the event the staff member will be late or absent and when such calls should be made. Be specific about whether text messages or emails may be used to report late arrivals or absences in lieu of voicemails/phone calls.
- Provide the new staff member with information about the location of the *Staff Policies and Procedures* and university-wide policies at <http://www.pugetsound.edu/policies> on the Human Resource's web site at <http://www.pugetsound.edu/hr>.
- 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 at <http://www.pugetsound.edu/about/offices-services/human-resources/professional-development/>.
- Encourage the new staff member to respond to the new hire survey sent via email from Human Resources.