

New Hire Checklist for Managers

After Candidate Has Officially Accepted The Job Offer

- 1. For Academic Hires: initiate the UI New Hire transaction in HR Front End (<http://hr.apps.uillinois.edu/hrFrontEnd>). Human Resources will initiate UI New Hire transactions for Civil Service and Extra Help employees.
- 2. Communicate an announcement of the new employee to unit staff and campus, if applicable.
- 3. For Academic Hires: In HireTouch, The University's Applicant Tracking System, be sure to update applicant statuses on the job to indicate either "Not Selected" or "Hired". The "Not Selected" option will provide you with a template to send notifications to applicants not selected to inform them of your decision.

Prior To The First Day of Work

- 4. Send your new hire a "New Employee Information" email which contains information the new hire will need to know as he/she begins their new employment relationship with UIS. In this email, you will want to advise them where and to whom to report and what time they are to report.
- 5. UI New Hire forms should be completed on or before the employee's first day of work. Encourage the new employee to complete many of these forms prior to their start date, if possible.
- 6. Order supplies for your new employee, including (but not limited to):
 - Business cards, Name Tags, etc., if needed. Contact Creative Services (<http://www.uis.edu/creativeservices/orders/>).
 - Computer and phone, if needed. Contact ITS.
- 7. Organize your new employee's office space and update any resources that may be helpful to introduce your new hire to their new surroundings. Including office staff directory information/office policies and procedures/organization charts/etc. Prepare list of contact information for your new employee, such as:
 - Names of all departmental staff, their job titles, primary job duties, and contact information.
 - Other staff members with whom the new employee will be working closely.

- **8.** Prepare a training and orientation plan for your new employee, including scheduling any training needed both internal and external to the department. Please note that AITS Security permissions typically take one to three business days for processing. Contact your USC (Unit Security contact) for assistance.

On the Employee's First Work Day

- **9.** Greet the new employee and show them to their workspace.
 - Introduce him/her to all co-workers in the department, on the same floor, etc., and give the new employee a list of employees within the department and others with whom they will interact on a regular basis.
 - Provide employee with a tour of the department including any critical areas such as time clock, mailboxes, break area, restrooms, office supplies, copier, fax, etc.
- **10.** If the new employee has not yet done so, have him/her visit Human Resources to complete the Form I-9 Employment Eligibility Verification, background check authorization form, if applicable, and to review and sign the official job description. The employee should also be advised to complete any remaining UI New Hire forms.
- **11.** Inform employee that benefits become effective on the 1st day of work and there is a 30-day enrollment period from the date of hire. The benefits will be covered in detail during the Benefits orientation. Refer employee to University Payroll and Benefits (UPB) for more information, 206-7211 or 206-7144. ***Please note: When calling UPB, the number must be dialed as if calling an off-campus number.***
- **12.** Accompany the new employee on a tour of campus, pick up his/her i-card, keys, and parking hang tag, and visit departments with which the employee will work closely.
- **13.** Meet with the new employee to discuss specific university and department protocol such as:
 - Dress code
 - Work hours, lunch, and if an hourly employee, break times
 - Probationary period, overtime policy, if applicable to the employee's classification
 - Payroll schedule and time and/or leave reporting procedures
 - Vacation or sick leave and process for requesting time off or reporting absence
- **14.** Provide information about the department such as:
 - General information, hours of service, and services provided
 - University and department organization charts
 - Department mission, culture and ethics
 - Customer service philosophy, response time and phone etiquette
 - Department communication process, staff meetings, emails

- 15.** Discuss with your new hire job responsibilities and performance expectations, including:
 - Confidentiality
 - Personal use of phone, email, and internet
 - University and departmental policies

- 16.** Discuss the training plan with the new employee and arrange setup for computer, phone and voicemail services through ITS, if needed.
[\(http://www.uis.edu/informationtechnologyservices/\)](http://www.uis.edu/informationtechnologyservices/)

Within First Week of Employment

- 17.** Schedule a meeting for the new employee with other staff members who will work with him/her to assure your new staff member meets everyone and learns about the job responsibilities of others.

 - 18.** Schedule a meeting with your new employee to check-in, answer questions, and to determine how well she/he is adjusting to the environment
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Return to HR by: _____ **Manager Signature:** _____

****Within First Two Months of Employment****

Work with the new employee to discuss performance standards. Visit <http://www.uis.edu/humanresources/recognition/evaluations/>

Received by HR on: _____

Signature: _____