

## Extra Help New Hire Checklist for Managers

### After the Extra Help Candidate has Officially Accepted the Job Offer

- **1.** Contact the Extra Help candidate to make sure the new hire appointment with Human Resources has been scheduled.
- **2.** Communicate an announcement of the new employee to unit staff.

### Prior to the First Day of Work

- **3.** Send your Extra Help new hire a “New Employee Information” email, which contains information the new hire will need to know prior to the first day of work. In this email, you will want to advise them where and to whom to report, and what time they are to report and discuss work schedule.
- **4.** UI New Hire Forms should be completed on or before the employee’s first day of work. If the new Extra Help employee has not already complete the new hire forms with Human Resources, please encourage them to complete those as soon as possible.
- **5.** Order supplies for the new Extra Help employee, if needed.
- **6.** Organize the new Extra Help employee’s work space.
- **7.** Prepare a training and orientation plan for your new Extra Help employee, and discuss department policies/procedures; i.e. how to report time, lunch breaks, etc.

### On the Employee’s First Work Day

- **8.** Greet the new employee and show them their workspace.
- **9.** Accompany the new employee on a tour of campus, pick up his/her i-card, parking hang tag, keys (if necessary), and visit departments with which the employee will work closely.
- **10.** Meet with the new employee to discuss specific university and department protocol, such as:
  - Dress code
  - Work hours, lunch, and break times (if necessary)
- **11.** 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
- **12.** Discuss with your new hire job responsibilities and performance expectations, including:
  - Confidentiality
  - Personal use of phone, email and internet
  - University and departmental policies

### **Within First Week of Employment**

- **13.** 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.
- **14.** Schedule a meeting with your new employee to check-in, answer questions and to determine how well she/he is adjusting to the environment.