**FIRST DAY:**

Use the first hour (if at all possible) to warmly welcome your new employee

Tour the employee’s assigned work place and building, introducing the new employee to other staff members

Distribute keys

Visit the Falcon Exchange in order to obtain Messiah University employee ID card

Ensure that you or someone from your department personally escorts the employee to Human Resources for their appointment

Point out restrooms, refreshment, and break areas

Join new employee for lunch on first day (please include at least one other colleague if at all possible)

Review job description with new employee

Review department’s organizational chart and explain its relationship to the University

**WITHIN FIRST WEEK:**

Review department specific policies and procedures with respect to:

* Working hours
* Confidentiality
* Discuss department customer service philosophy
* Telephone, email use
* Office organization (files, supplies, etc.)
* Office resources (directories, manuals, staff listing, MSDS)
* Staff meetings
* Discuss performance standards, establish goals and discuss expectations (see section on Probationary Employment Period for detailed information)
* Time Sheets (staff) or Leave Reports (administrative)
* Vacation/Sick/Personal leave
* Department policies
* Introduce them to their IT support person

Ensure that employee completed all assigned Onboarding Tasks, including policies and employment forms

**WITHIN FIRST THREE MONTHS**:

Schedule further computer training with ITS, if needed

Human Resources will schedule the new employee for the next University New Employee Orientation (held bi-monthly)

A 45-day review will be conducted with supervisor and employee separately by phone