**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