New Employee Preparation Checklist

☐ Call the new employee and welcome him/her a few days prior to his/her start date. Remind him/her of the New Employee Orientation time and date, and the materials to bring along.

☐ Have a copy of the employee’s job description.

☐ Issue uniforms, tools, safety equipment, or other materials.

☐ Prepare the workspace:

<table>
<thead>
<tr>
<th>Keys/Codes:</th>
<th>Supplies:</th>
<th>Resources:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>Business cards</td>
<td>Office procedures</td>
</tr>
<tr>
<td>Cabinets/Desk</td>
<td>Calendar/Date book</td>
<td>Staff Handbook</td>
</tr>
<tr>
<td>Copy machine</td>
<td>Stapler</td>
<td>Policy Manual</td>
</tr>
<tr>
<td>Copy machine</td>
<td>Pens, pencils, paper clips</td>
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<td></td>
<td>Tape Dispenser</td>
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</tbody>
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☐ Phone
☐ Set up voice mail account
☐ Prepare to show employee how to transfer calls, do conference calls, use voice mail, etc.
☐ Prepare to discuss telephone etiquette/standards and coverage
☐ Secure a copy of the UM-St. Louis Directory, but also refer new employee to the UM-St. Louis web site.

☐ Systems
☐ Set up new employee’s computer with email and internet account privileges, and software applications.
☐ Establish what on-the-job training will be needed and who will conduct it. Discuss this with current staff members to get their cooperation.

☐ Send informational announcement/email to your department staff announcing the new employee, his/her background and when they will be arriving.

☐ Prepare the first week and first week schedule.

☐ Prepare a description of what a typical day might look like for the new employee.

☐ Review your calendar to schedule appropriate meeting times during the new employee’s first month.