

# UMSL New Employee Orientation Checklist

Check off each item as you cover the topic with the new employee. There is space at the end to add topics specific to your department. Once you have completed the form, and you and the employee have signed off, place it in the employee's departmental personnel file as a record.

## A. Officially Welcome Your New Employee

Introduce the new employee to coworkers in the immediate work unit and to the entire department.

Introduce the new employee to their primary contacts in other work units.

Provide a written list of key contact people.

Tour your department facilities and the campus.

Discuss your department's history, structure, and objectives — and how your unit fits into the organizational structure of the campus.

Point out the departmental location of the Personnel Policy and Business Policy manuals, and the employee's responsibility to understand and abide by the policies therein.

Make sure the employee has gotten a Staff I.D. card and has been to HR to sign up for benefits.

Make sure they have completed all new employment paperwork, either in their department or in HR.

Ask a peer to take the new employee out to lunch.

Provide the new employee with a first week agenda: office procedures, people to meet, technology to be learned, etc.

Set up a meeting with department head and any other administrators and staff members, if

## B. Workspace

Show the new employee his/her primary work area.

Indicate where personal belongings may be kept. Advise the employee that management always has the right to access University property, including secure areas like lockers, desks, cabinets, and computers. (Assuring the employee that you will respect the privacy of personal items like purses.)

Explain building/office access and key policies.

Explain parking access and policies.

Explain any equipment or clothing (e.g., pagers, uniforms, etc.) that will be assigned to the employee, and responsibilities for maintaining those materials.

Show the employee the location of supplies and explain any responsibilities for usage or re-ordering.

Demonstrate the use of campus services as appropriate: telephones (e.g., voicemail, call forwarding, how to handle messages for others, etc.).

Computer network (e.g., email; the UMSL website, HR website, etc.)

Campus mail and U.S. mail processes for your department.

Demonstrate the use office equipment (computers, copiers, fax machines, etc.)

Explain the no-smoking policy in campus buildings.

## **C. Job Responsibilities**

Provide a copy of the job description and review the essential duties and responsibilities, and how they fit in to the work-unit's objectives.

Review significant University policies of which the new employee should be aware. Make sure s/he knows where to look later, i.e. the Policy Manual, on the web site.

Review work-unit expectations about attendance and work schedules:  
Normal work hours and possible variance

Meal and break periods

Overtime and shift expectations

Requesting scheduled time off (personal, sick, or vacation time) and limits during the first six months of employment.

Requesting unscheduled time off  
(whom and when to call in; requirements to document need for absence)

Expectations about reporting to work in cases of inclement weather

Requesting to leave the job site during work hours.

Review work-unit expectations about access to and use of department resources:  
Phones (e.g., no personal long distance calls), copiers, etc.

Equipment (tools, office equipment and supplies, etc.)

Review other department-level work rules, how-to manuals, etc.

Encourage the employee to sign up for a MENTOR through HR.

Assign a "buddy" or resource person to whom the employee can turn for help and questions. (Make sure you've told the resource person to look after your newcomer, too!)

Make sure the employee understands the six-month probationary period, as well as how and when their performance will be formally evaluated.

Make sure the employee understands that he or she must complete the online Sexual Harassment Training within his or her first 30 days. For more information, go to the OEO website or through myHR (Self-Service > Personal Information > HR Training)

## **D. Safety**

Review general safety rules and any special considerations for equipment or supplies that will be used by the employee.

Explain how to handle and report on-the-job accidents/injuries.

Make sure the employee knows the location of emergency exits and emergency procedures, such as what to do in case of fire.

## **E. Time Reporting and Pay**

Make sure the individual has completed all required employment paperwork before allowing them to start work.

Review rates of pay for regular, overtime, and/or shift work as applicable.

Explain timesheet/timecard/report-of-absence forms and the employee's reporting responsibilities, as well as the consequences of failure to report time appropriately.

Review pay-dates, the direct deposit process, and what items are generally withheld from gross pay, so payday does not hold any surprises.

## **F. Your additional Department Topics**

New Employee's Signature

Date

Supervisor's Signature

Date