

## 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:**

<b>Keys/Codes:</b>	<b>Supplies:</b>	<b>Resources:</b>
<input type="checkbox"/> Building <input type="checkbox"/> Cabinets/Desk <input type="checkbox"/> Copy machine <input type="checkbox"/> Copy machine	<input type="checkbox"/> Business cards <input type="checkbox"/> Calendar/Date book <input type="checkbox"/> Stapler <input type="checkbox"/> Pens, pencils, paper clips <input type="checkbox"/> Tape Dispenser	<input type="checkbox"/> Office procedures <input type="checkbox"/> Staff Handbook <input type="checkbox"/> Policy Manual

- 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.