



## Preparation Checklist for New Employees Prior to their First Day

New employee orientation is a process, not just an event. The following checklist serves as a support to all supervisors who are responsible for preparing for a new hire. It ensures that all the necessary actions have taken place prior to the new employee's first day. New employees should feel welcomed, and be provided with the information and tools necessary to start performing his/her job. Please use this checklist as a guide to prepare for the employee's first day of employment. **This document is for internal use only.**

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

### Prior to Arrival

- Make Welcome call - let employee know what time to report on first day of work, where to park and to whom to report, discuss dress code and working hours
- Inform department staff of new employee's start date
- Forward hire documents to Human Resources
- Create department orientation schedule
- Order business cards, if applicable
- Make mailbox tag, if applicable
- Order/make office or desk name plate, if applicable
- Prepare time sheet, if applicable
- Update department phone lists, routing lists and organization charts
- Ensure computer and any other necessary office equipment is in working order and ready for the employee's first day; install appropriate hardware/software
- Ensure desk/work space is clean & ready for employee to start
- Order any needed office supplies and/or furniture
- Prepare parking decal information, if applicable, for employee to take to Parking
- Identify employee(s) with similar responsibilities to function as the new employee's coach/mentor for work-related processes and procedures