

FIRST-DAY CHECKLIST

Be sure to customize this template for your employee's particular role. Please pay particular attention to those who work nontraditional hours in nontraditional locations.

The first day on the job is an important time to make sure a new employee feels welcomed and prepared to start working.

SOCIALIZATION

- Be available to greet the employee on the first day
- Introduce the employee to others in the workplace
- Take the employee to lunch

TECHNOLOGY ACCESS AND RELATED

- Give employee keys (if applicable)
- Ensure employee visits "MyID" to claim account, create single sign-on information
- Explain how to use the phone (it/wvu/edu/files/d/1adfa76-7472-4f49-8d58-af6efb-9f155e/cisco-7961-voip-manual.pdf)
- Order business cards and office nameplate
- Does your employee require a PCard?

SCHEDULE, JOB DUTIES AND RELATED

- Clarify the first week's schedule
- Explain the work of your unit, the employee's role and working relationships
- Provide an overview of the functional area – its purpose, organizational structure and goals
- Review organizational chart
- Describe how employee's job fits in the department and how the job and department contribute to the unit/college/division and to WVU
- Go over the employee's job description
- Review job description (provide employee with a copy), outline of duties and expectations
- Review the hours of work
- Discuss your management style and expectations
- Discuss transportation and parking and encourage the employee to contact the WVU Parking Office to discuss parking options and costs
- Provide department or building-specific safety and emergency information (what to do in the event of a fire or other building emergency, etc.)

SCHEDULE, JOB DUTIES AND RELATED (CONTINUED)

- Confirm any required and recommended training (e.g., Title IX, Children on Campus, Safety, etc.)
- Set up meetings with "key players" if applicable, and decide if there are any recurring meetings the employee needs to be aware of

POLICIES AND PROCEDURES

- Explain policies and procedures for overtime (for hourly employees), PTO, use of PTO, holidays, etc.
- Inform the employee of how to request leave and how to properly report off from work (e.g., is it okay to text or do you need to call?)
- Provide copies of relevant policies that are important to your unit (e.g., absenteeism)
- Explain consequences of taking time not earned off (taken off payroll, discipline, etc.)
- Explain expectations for customer care (such as how to answer the phone)
- Review the policy on cell phone use/personal calls
- Discuss dress code/uniform requirements if applicable
- Ensure the employee has finished processing with Payroll, Benefits and has been issued an ID badge

WORK ENVIRONMENT

- Give a tour of work site/office/etc. including location of mailbox, copiers, emergency exits, kitchens/break rooms and bathrooms
- Explain how the employee can get additional office supplies
- Show an interest in your new hire! Discuss things that might be meaningful or helpful to them (such as daycare options, upcoming athletic events, etc.)