

PRE-ARRIVAL CHECKLIST (BEFORE YOUR RESEARCH CORPORATION NEW EMPLOYEE'S FIRST DAY)

Think back to your first day and how hard it was to remember everyone's name and all of the information that was being communicated. Cover the things that are essential and important for your new employee's first day or week. Don't overwhelm them. Make references that demonstrate that we all have different types of employees (those who work midnight shift, outside all day, in offices, teaching in classrooms, etc.) and that everyone is important.

Improving your employee's initial experience working in your unit jumpstarts their ability to contribute to your unit's goals and increases employee engagement. This starts before your new employee's arrival. A welcoming work environment with informed co-workers and a fully equipped work space helps new employees feel welcome and taken care of on their first day. This checklist is designed to help you plan for a new employee's arrival.

This checklist will not be fully applicable to all employees. Keep in mind that this checklist is a template. You should customize it to fit your needs.

ENGAGE EARLY TO WELCOME THE NEW EMPLOYEE

- Contact (preferably by phone or email) your new employee after HR has confirmed the new employee's start date
- Tell them that you are excited and preparing for the first day
- Confirm start date, time, place, where to park, dress code, etc.
- Make yourself available to answer your new employee's questions

TECHNOLOGY ACCESS AND RELATED

- Determine/order/set up technology and other equipment:
 - Telephone
 - Computer
 - Laptop
- Contact Information Technology Services to have systems set up in advance
- Order necessary keys
- Other: _____

SOCIALIZATION SUPERVISOR CHECKLIST ITEM (PRE-ARRIVAL)

- Announce the new employee's arrival to the team with an email
- Include some information about them (e.g., start date, employee's role, where the employee previously worked, and some biographical information)

- Request employee be added to internal email distribution groups (when email is available)
- Consider whether this new employee needs a new employee "buddy"
- Tip! Keep a list on hand of current employees who show interest in having a mentee
- Plan for someone to take them to lunch and get them to their worksite/office for their first day debriefing with you
- Other: _____

SCHEDULE

- Create a schedule for employee's first week (first-day assignment, first-week tasks, key meetings, etc.)
- Put a note on your calendar as a reminder of the new employee's one-year anniversary
- Other: _____

WORK ENVIRONMENT

- Identify/prepare employee's work area. Make sure the work area is clean and set up with basic office supplies (e.g., scissors, tape, pens, post-its, stapler, trash/recycle cans, etc.)
- Assemble welcome packet from the department (include job description, contact names and phone lists, campus map, parking and transportation information, information on your unit/school, departmental passwords/codes for copiers and other reference sources used)
- Identify and label mailbox
- Other: _____