



## MANAGER'S TOOLKIT

### New Hire First Day/First Week Checklist

#### NEW HIRE INFORMATION

Start Date: \_\_\_\_\_

Employee Full Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

SJC Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dept Name: \_\_\_\_\_

Bldg Name: \_\_\_\_\_

Work Site Address:

Saint Joseph's College, 278 Whites Bridge Road, Standish, ME 04084-5263

Campus Phone/Ext.: \_\_\_\_\_

Manager/Supervisor Name: \_\_\_\_\_

Timecard/Time Off Approver (if different from Supervisor): \_\_\_\_\_

TASK	OWNER	DUE DATE/ INITIALS	NOTES
DAY 1 – SHARE INFORMATION WITH NEW HIRE REGARDING: <ul style="list-style-type: none"> <li>● College/Department Orientation</li> <li>● FERPA (if applicable)</li> <li>● Office of Sponsorship and Mission Integration</li> <li>● Office of Justice, Equity, Diversity, and Inclusion</li> <li>● Other</li> </ul>			
DAY 1 <ul style="list-style-type: none"> <li>● Review agenda for the first week</li> </ul>			

TASK	OWNER	DUE DATE/ INITIALS	NOTES
<p>DAY 1</p> <ul style="list-style-type: none"> <li>● Officially introduce the new hire to the entire department either in person or virtually if teleworking</li> <li>● Review job description, training plan and timeline, competencies, performance communication and resources.</li> <li>● Review College/department leadership structure, mission and strategic plan.</li> </ul>			
<p>WALK THE EMPLOYEE AROUND THE OFFICE/DEPT. TO POINT OUT:</p> <ul style="list-style-type: none"> <li>● Rest Rooms</li> <li>● Floor Safety Protocol</li> <li>● Appropriate Security Measures</li> <li>● Sustainability Practices in Copy-Rooms, Pantries, and Offices</li> <li>● Conference Rooms</li> <li>● Employment Law Posters</li> </ul>			

TASK	OWNER	DUE DATE/ INITIALS	NOTES
<p>REVIEW OFFICE/DEPT. EXPECTATIONS AND POLICIES:</p> <ul style="list-style-type: none"> <li>● Work Schedule/ Attendance/Absence Notification</li> <li>● Confidentiality</li> <li>● Time Off Policies</li> <li>● Time-Keeping Process</li> <li>● Lunch Breaks and Coverage</li> <li>● Overtime</li> <li>● Severe weather/Emergency conditions</li> <li>● Cell Phone and Personal Calls</li> <li>● Mail and Shipping</li> <li>● E-mail/Logo Use Policies</li> <li>● Internet Access</li> </ul> <p>SAFETY:</p> <ul style="list-style-type: none"> <li>● Report all injuries to manager/supervisor</li> <li>● Review evacuation plan</li> <li>● Security, emergency telephone numbers</li> <li>● Safety data sheets (position applicable)</li> </ul> <p>IF APPLICABLE:</p> <ul style="list-style-type: none"> <li>● Expense Procedures</li> <li>● Travel Policies</li> </ul>			

TASK	OWNER	DUE DATE/ INITIALS	NOTES
TELECOMMUNICATION INSTRUCTIONS (for assistance, contact IT) <ul style="list-style-type: none"> <li>● Voice Mail Set-up</li> <li>● Make Calls, Transfer Calls, Conference Calls, Retrieve Voicemail, etc.</li> <li>● Virtual Meetings Etiquette/Standards/Attendance</li> <li>● Telephone Etiquette/Standards &amp; Coverage</li> <li>● Department Guidance on Preferred Modes of Communication (i.e. Mobile, etc.)</li> </ul>			
Share links to College/Department specific resources (i.e. Department Website, shared folders, other resources).			
Update directories/org charts and distribute.			
Request business credit card from the Treasurer's Office (if applicable).			
Discuss Buddy Program (if applicable) and introduce Buddy to initiate collaboration.			

Please use the blanks above to list additional departmental to-do items. Please contact HR if you have any questions.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO HUMAN RESOURCES**