



MANAGER'S TOOLKIT

New Employee Pre-Arrival 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
PREPARE WORKSPACE/OFFICE <ul style="list-style-type: none"> ● ID Card Access and/or Keys ● Building/Floor Access ● Office setup & furniture ● Cabinets/desk/chair ● Other _____ 			
TECHNOLOGY/SYSTEMS <ul style="list-style-type: none"> ● Desktop or Laptop ● Softphone setup on laptop (if working remotely) ● Headset (if appropriate) ● Network/Email credentials ● Ensure access to appropriate departmental resources: <ul style="list-style-type: none"> ○ Network/Google Drive 			

TASK	OWNER	DUE DATE/ INITIALS	NOTES
<ul style="list-style-type: none"> ○ Departmental shared calendars ○ Department software applications ○ Copier &/or printer 			
<p>PREPARE SUPPLIES FOR FIRST DAY</p> <ul style="list-style-type: none"> ● Business cards (if appropriate) ● Nameplate (if appropriate) 			
<p>Prepare the first day and first week agenda for new hire training (using the First Day/First Week Checklist)</p>			
<p>Schedule meetings with relevant department members</p>			
<p>Obtain a copy of the new employee's job description from Human Resources. Review with the new employee on the first day.</p>			
<p>Assemble tools and resources for new employee and prepare to discuss how to be successful in their job.</p>			
<p>Identify and alert department trainers: discuss training plan and expectations for supporting new employee as they adjust to their new role.</p>			
<p>Call new hire well in advance of the start date to confirm first day logistics, dress code, etc. Allow lead time for pre-arrival contingencies.</p>			
<p>Perform on-site review of the workspace to ensure it's clean, prepared and welcoming.</p>			

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