

MANAGER CHECKLIST FOR NEW EMPLOYEES

EMPLOYEE INFORMATION		
Name:	Start Date:	
Position:	Manager:	
A #:	Employee Contact Number:	
Union (if applicable):		
PRIOR TO EMPLOYEE'S FIRST DAY		
<input type="checkbox"/> Contact the New Employee to officially welcome them to Saint Mary's University, after receiving signed offer letter		
<input type="checkbox"/> Clarify what time you expect him/her to arrive on their first day and where they should arrive on their first day		
<input type="checkbox"/> Send an announcement (via email) to the department announcing the new employee, job title and start date		
<input type="checkbox"/> Prepare workspace and provide necessary equipment and supplies (ie. pens, keys, ITSS access)		
<input type="checkbox"/> Plan the employee's first assignment/project so they has early success		
EMPLOYEE'S FIRST DAY		
<input type="checkbox"/> Welcome and greet the new employee at the pre-determined time and location		
<input type="checkbox"/> Introduce the new employee to co-workers and tour University		
<input type="checkbox"/> Ensure the new employee meets with Human Resources (refer to offer letter for a pre-scheduled appointment, if applicable) for Pension & Benefits Orientation		
<input type="checkbox"/> Review Employee Onboarding website		
INTRODUCTION TO UNIVERSITY AND DEPARTMENT		
<ul style="list-style-type: none"> Introduction to the University and Department 	<input type="checkbox"/> University Mission, Vision and Values <input type="checkbox"/> University Website <input type="checkbox"/> Department Service Quality Plan	
INTRODUCTION TO THE JOB		
<ul style="list-style-type: none"> Review general information, as applicable 	<input type="checkbox"/> Office/Desk <input type="checkbox"/> Keys/Access/Security <input type="checkbox"/> ID Badges and parking	<input type="checkbox"/> Staff List <input type="checkbox"/> Mail <input type="checkbox"/> Purchase card
<input type="checkbox"/> Clearly communicate job responsibilities and expectations – review job description and discuss probationary period		
COMPUTERS AND TELEPHONE		
<ul style="list-style-type: none"> Computer access and review: 	<input type="checkbox"/> Email and Calendar <input type="checkbox"/> Shared Drive <input type="checkbox"/> SMU Phone <input type="checkbox"/> Self Service	
<ul style="list-style-type: none"> Telephone access and review: 	<input type="checkbox"/> How to set up voicemail <input type="checkbox"/> How to use telephone system	

EMPLOYEE'S FIRST WEEK	
SAFETY AND EMERGENCY PROCEDURES	
<ul style="list-style-type: none"> • Review Safety policies and procedures 	<ul style="list-style-type: none"> <input type="checkbox"/> Prevention and Resolution of Harassment & Discrimination <input type="checkbox"/> Violence in the Workplace: Prevention and Response <input type="checkbox"/> Sexual Assault Policy and Procedures <input type="checkbox"/> Occupational Health & Safety Policy <input type="checkbox"/> Workers' Compensation Board (WCB) Process & Procedures, if applicable
<ul style="list-style-type: none"> • Review Emergency Management policy 	<ul style="list-style-type: none"> <input type="checkbox"/> University Policy <input type="checkbox"/> Department Plan <input type="checkbox"/> Videos and Brochures
EMPLOYEE'S FIRST MONTH	
<ul style="list-style-type: none"> • Meet with new employee to complete a probation review 	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss the employee's performance to date <input type="checkbox"/> Recognize good performance/achievements <input type="checkbox"/> Review attendance/absences <input type="checkbox"/> Explore problems/concerns employee may have <input type="checkbox"/> Provide support and guidance <input type="checkbox"/> Identify aspects for improvement

Resources for Managers

Human Resources

TEL 902-420-5564 FAX 902-496-8116

Payroll

TEL 902-420-5471 FAX 902-496-8116

ITSS Helpdesk

TEL 902-496-8111

Parking/Facilities Management

TEL 902-420-5572