## Manager Checklist for New/Transfer Employees

### EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start date:</th>
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<tbody>
<tr>
<td>Position:</td>
<td>Manager:</td>
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### PRIOR TO EMPLOYEE’S FIRST DAY

- Call to officially welcome the new hire to Armstrong after confirmation of acceptance. Confirm start date and time.
- Send an informal announcement (via e-mail) to the department announcing the new employee.
- Prepare the employee’s first day and first week agenda.
- Complete the “System Access & Technology Acquisition Request” form and submit to ITS. [http://www.armstrong.edu/embeds/minimal/cis_new_employee_access_request](http://www.armstrong.edu/embeds/minimal/cis_new_employee_access_request)
- Prepare the new employee’s work space with appropriate supplies and make sure that it is clean and ready.
- Set up new employee’s computer, printer, and phone.
- Have key items (set up) on computer (i.e., software, Armstrong website, online directory, department website)
- Order supplies – paper, pens, keys, business cards [http://www.armstrong.edu/Departments/marketing/marketing_business_card_order_form](http://www.armstrong.edu/Departments/marketing/marketing_business_card_order_form) (if applicable)
- Assign Peer Mentor employee(s) to answer general questions. (A Peer Mentor is a more experienced employee who serves as a resource to a new / less experienced employee.) Review role and expectations with Peer Mentor.
- Determine location for “First Day” welcome lunch with new employee, preferably with yourself or another employee.

### EMPLOYEE’S FIRST DAY

- Greet and welcome the new employee at the designated time and location — Discuss Day 1 agenda.
- Introduce new employee to Peer Mentor.
- Take new employee to lunch, and/or arrange for Peer Mentor to do so.
- Visit Information Technology Services to pick up new employee package

### INTRODUCTION TO DEPARTMENT

- Provide and review written policies and procedures as they pertain to your department:
  - Tardiness policy
  - Reporting absence
  - Vacation and sick leave
  - Holidays
  - Time reporting and overtime
  - Performance reviews
  - E-mail and Internet use
  - Security
  - Confidentiality
  - Safety & emergency procedures
  - Injury prevention
  - Dress code

### DEPARTMENT POLICIES AND PROCEDURES

- Department mission and strategic plan.
- Relation to other departments.
- Organization of department (organizational chart, if available)

- Office/desk/work station
- Work hours, breaks, mealtimes, etc.
- Keys (if applicable)
- Building access/security
- ID badges and parking
- Business cards (if applicable)
- Handling confidential information
- Conference/meeting rooms
- Important telephone numbers
- Armstrong online employee directory
- Mail (incoming and outgoing)
- Expense reports, if applicable
- Purchase requests/Ordering supplies
- P-cards, if applicable
- Shipping (FedEx, DHL, and UPS)
- Travel, if applicable
INTRODUCTIONS AND TOURS

- Introduce new employee to department staff and key individuals during tour.
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- Tour facility, including:
  - Restrooms
  - Mail room
  - Copy machine
  - Fax machine
  - Bulletin board
  - Parking
  - Printers
  - Office supplies
  - Cafeteria options
  - Break room
  - Vending machines
  - Emergency exits

POSITION INFORMATION

- Review job description, responsibilities, and performance expectations/goals.
- Review competencies (i.e., reliability, cooperation/teamwork, initiative, integrity, problem solving) necessary for success at Armstrong and in department.
- Review Armstrong’s strategic plan - Discuss goals and core values.
- Review initial job assignments and development plans. Include training opportunities.
- Facilitate enrollment in required training courses.

COMPUTERS AND TELEPHONE

- Hardware and software reviews, including:
  - Google mail
  - Calendar software, if applicable
  - Shared folder (if applicable)
  - How to use telephone system
  - How to set up voicemail

EMPLOYEE’S FIRST WEEK

- Have new employee meet for 30 minutes, one-on-one, with members of department (or key individuals) to discuss:
  - Job duties
  - How job roles interact
  - How they might work together in the future

  (If Applicable)
  - Attend HR Orientation
  - Obtain Parking Pass from University Police
  - Obtain Armstrong Pirate Card

- Schedule weekly/bi-weekly meetings with new employee.
- Schedule 30-day meeting with new employee.
- Schedule 90-day meeting with new employee.

EMPLOYEE’S FIRST MONTH

- Meet with new employee at the end of first 30 days to:
  - Review observations, issues and priorities.
  - Continue to clarify roles, responsibilities, and expectations, as needed.
  - Ensure any mandatory training has been completed.
  - Establish a plan for professional development and encourage training opportunities through “Building A Better U”.
  - Answer questions and concerns.

- Meet with Peer Mentor to review any concerns or needs.

Resources for Managers

- Pirate Card Services (912) 344-3292
- ITS/Helpdesk (912) 344-2518
- Payroll (912) 344-2858
- Human Resources (912) 344-2587
- Parking (912) 344.3333

Form Completed by: ________________________________ Date: __________________
Hiring Manager

(Forward to Human Resources)