

MEMORANDUM

TO: Department Chair/Supervisor
FROM: Diane H. Baca
RE: Orientation Checklist for New Employee/Faculty Member

Please use this as a guide as you prepare for your new employee/faculty member and orient them to our Mercer Way of Life. As I indicate on the form, please return this to the Human Resources Office within the first ten (10) days of hire.

The first week on the job is a critical time period for the new employee/faculty member. Please make their orientation and instruction about Mercer your first priority. I would suggest that you assign a mentor to assist you in this orientation process.

If you have any questions, please feel free to contact our office at x2786.

ORIENTATION CHECKLIST (Prior to start date)

The best thing we can do before new faculty/staff arrive is to take care of all the “hygienic” items that are considered necessary to start work and begin to be productive. If these items are not taken care of, it reflects negatively on our part, as well as giving the new employee a sense of our not caring for their contributions.

In preparing for the new faculty/staff member, the following items should be completed:

- A. Do we have a place for them to sit and the necessary equipment (i.e. computer, work station, etc.)? If not, when can we expect to have that?
- B. Is there any equipment that was negotiated in the new faculty agreement that needs to be in place when they come on board?
- C. Has Computer Services or Technology Support been notified to provide them with an email address and access to email?
- D. Has a telephone and extension number been assigned to them? (Contact Telecommunications at x2411)
- E. Do we have the necessary information to get a PAC code? (Contact Telecommunications at x2411)
- F. Will it be necessary to get them a Purchasing Card? If so, contact the Purchasing Office at x2950.
- G. Is this employee going to need a MCI Long Distance Calling Card?
- H. Do we have keys/access codes to give them so they have access to the building?
- I. Have we ordered a name for the door or desk?
- J. If training is necessary, when will it be scheduled?

List other items that may be specifically applicable to your department:

- K. _____
- L. _____
- M. _____

ORIENTATION CHECKLIST (After start date)

Employee's Name _____ Hire Date _____
(Please Print)

Please review ALL of the following items with your new employee/faculty member. Further explanation of an item can be found on the following page. This list should be completed within the first 10 days of hire. After completion, the sheet should be signed by BOTH the employee's supervisor/department chair and/or mentor and the employee and returned to the Human Resources Office.

ITEMS TO BE COMPLETED (see following sheet):	DATE
A. [] Tour of Department	_____
B. [] Introduction to Co-Workers	_____
C. [] Workspace Designation	_____
D. [] Procedure to Issue/Requisition Supplies	_____
E. [] Job Description	_____
F. [] Work Assignment	_____
G. [] Lunch Periods/Rest Breaks	_____
H. [] Hours of Work	_____
I. [] Location of Restrooms	_____
J. [] Location of Fire Exits	_____
K. [] Location of Drinking Fountains	_____
L. [] Location of Vending Machines	_____
M. [] Overtime	_____
N. [] Use of Telephone	_____
O. [] Safety	_____
P. [] Tour of Campus to meet people with whom the employee will deal regularly.	_____
Q. [] Office Keys	_____
R. [] Internet/Email Registration	_____
S. [] Departmental	_____
T. [] Location of copy room and operation of equipment	_____
U. [] How mail is handled and distributed	_____
V. [] Location of Bulletin Board for Official Notices	_____
W. [] HIPAA Training Complete (if employee has access to Protected Health Information)	_____

Mentor/Supervisor Signature

Employee Signature

- A. **Tour of the Department:** Show the employee around your departmental offices.
- B. **Introduction to Co-Workers:** Provide individual introductions to co-workers and other persons outside the department with whom the new employee may work closely. If time permits, allow the employee to meet individually with co-workers and have the co-worker explain the functions/responsibilities for which he/she is accountable.
- C. **Work Space Designation:** Assign the employee a specific office, cubicle, desk, etc.
- D. **Procedure Issues/Requisition Supplies:** Identify where supplies are kept, how to order, and how often supplies are requisitioned.
- E. **Job Description:** Furnish the employee with either a written and/or verbal job description (e.g. position announcement).
- F. **Work Assignment:** Identify colleagues or supervisors who may provide assistance if questions arise and advise of training opportunities. Discuss performance appraisals and the three-month provisional employment policy.
- G. **Lunch Periods / Rest Breaks:** When? How long? Where? Coffee breaks.
- H. **Hours of Work:** Starting time. Ending time. Promptness. Attendance requirements. Who to call if absent or ill and when calls would be made.
- I. **Location of Restrooms.**
- J. **Location of Fire Exits.**
- K. **Location of Drinking Fountains.**
- L. **Location of Vending Machines.**
- M. **Overtime:** Frequency. How authorized?
- N. **Use of Telephone:** Courtesy. Personal calls. Length of calls. This should also include: how to transfer a call, How to call on-campus numbers, how to call off campus numbers, how to call long distance, and how to obtain a PAC number.
- O. **Safety:** Reporting and avoiding accidents. Reporting unsafe conditions. First aid. On-the-job injury procedures. Special clothing/equipment provided. Police escorts after hours.
- P. **Tour of Campus:** Show the employees around campus or contact the Office of Admissions for times, dates, and space availability of the Campus Tour.
- Q. **Office Keys:** If applicable, ensure that the individual receives all necessary keys to offices, files, and/or desks.
- R. **Internet/Pine Registration:** If applicable, contact Computer Services so the new employee can be connected.
- S. **Departmental:** Review any departmental rules or procedures (e.g. file confidentiality, rotational lunch schedule, etc.)
- T. **Location of copy room and operation of equipment.**
- U. **How Mail is Handled and Distributed.**
- V. **Location of Bulletin Board for Official Notices.**
- W. **HIPAA Training:** If the new employee has access to Protected Health Information, the law requires that they attend training at the start of their employment. Contact Internal Audit at x2325 to schedule this training.