NEW EMPLOYEE CHECKLIST

New Staff Member Name: *Department:* *Start Date:*

Department Contact: *Phone:*

New Hire setup

Responsibility:

✓	Item	Notes/Contacts
	Employee Action Form	
	Request computer and phone set up and permissions	
	Update phone list	
	Determine office assignment (if needed)	
	Request office signage (if needed)	
	Schedule employee for RIT orientation	http://finweb.rit.edu/cpd/orientation/newemployee.html
	Schedule employee for Benefits orientation	Last name A-L: Valerie Liegey, 475-5346, valpsn@rit.edu Last name M-Z: Brett Lagoe, 475-5983, bllpsn@rit.edu
	Send New Staff intro letter to department mail list	
	Set up card swipe access	

New Staff phone or email (one week before start)

Responsibility:

✓	Items to cover	✓	Items to cover
	Confirm first day/work hours		Bring two forms of ID for I-9 certification
	Where to park		Emphasize the importance of benefits orientation
	Orientation schedule		Encourage the new hire to visit HR On-boarding site: http://finweb.rit.edu/humanresources/onboarding/
	Payroll date and frequency		Appearance expectations (e.g., business casual)

First Day Prep

Responsibility:

✓	Item	✓	Item
Forms/resources			
	RIT Computer Account request http://www.rit.edu/its/help/forms/its-acct-req.pdf		Vehicle registration form http://facilities.rit.edu/pats/forms/vehicleregistrationform.pdf
	Campus map http://facilities.rit.edu/campus/maps/		Institute Calendar http://www.rit.edu/calendar/
	Phone list		Job description
	RIT Directory		New Staff Orientation calendar
	Tiger Bucks		
Office Set-up			
	Desk/chair		Other furnishings (if needed)
	Computer		Office Supplies (if needed)
	Phone		Keys (if needed) and Card Swipe
	Other equipment (if needed)		Business Cards (if needed)

Office Orientation

Responsibility:

✓	Items to cover	✓	Items to cover
	Computer set-up, log on, e-mail, data security		Holiday schedule
	Phone number		Process for requesting leave
	Phone system (away message, retrieving messages, etc.)		Review Department Handbook (if applicable)
	Lunch/break periods	✓	**Locations of:**
	Department's account overview		Restrooms
	Discuss Kronos time sheet (if applicable)		Copier
	Call in/absence policies and expectations		Printer
	Vacation/time off policies (refer to HR website)		Meeting areas typically used by the department
	http://myinfo.rit.edu (pay stub, benefits info, emergency contact, etc)		Emergency exits

First day visits

Responsibility:

✓	Location/task	Notes/Contacts
Human Resources, GEM-Fifth Floor		
	Complete I-9 Form	Bring two forms of ID http://www.uscis.gov/i-9
	Receive University ID number	Needed to activate an email account.
Office of the Registrar, GEM Room 1202		
	Obtain ID card	Needed to activate an email account.
ITS HelpDesk Frank E. Gannett Building, Room 1113		
	Obtain/activate computer account	Bring *signed* RIT Computer Account request Form, http://www.rit.edu/its/help/forms/its-acct-req.pdf
Parking Office, 1317 Grace Watson Hall		
	Obtain Parking permit	http://facilities.rit.edu/pats/parking/
	Discuss safety and security/conditions and response	Cover fire exits, emergency procedures, etc.

Manager orientation meeting

Responsibility:

✓	Items to cover	✓	Items to cover
	Communication opportunities: staff meetings, department meetings, newsletters, etc.		Performance expectations
	Brief history of department		Performance Planning and Evaluation process (general overview)
	Departmental/university organizational charts		Discuss training/educational opportunities, recommended reading
	Employee's role in department/Institute (also discuss department's and University's mission and priorities)		New Staff Orientation Program
	Current written position description (job duties/scope)		Building hours & after-hours access protocol

Department Specific Requirements/Notes – to be customized by each department

✓	Items to cover