



Human Resources

Employee Orientation: Supervisor's Check List for the First Day

Goal: To facilitate a clear understanding of role(s), responsibilities and expectations for the new hire and to create a welcome work environment based on the planning you did, pre-arrival.

When to use this list: On your new hire's first day in the department

To Do

Done

- Greet the new hire at the designated time and location – Discuss Day 1 agenda.
- Officially introduce the new hire to the entire department – perhaps schedule informal coffee break with co-workers.
- Review department's mission and strategic plan.
- Review keys and access/security issues.
- Formally introduce the new hire to their Peer Mentor.
- Provide overview of logistical issues (parking, coffee, copiers, first-aid kit, office supplies, bathrooms, etc.).
- Review required training.
- Conduct building tour.
- Arrange for observation of departmental activities, if appropriate.
- Review resources available to successfully meet the needs of the department.
- Discuss job expectations.
- Answer any questions or commit to getting answers you may not have.
- Encourage new hire to keep a journal of notes and/or questions.
- While it's still fresh in his/her mind, ask new hire to tell you what s/he gained from the employee orientation program experience.