

New Hire Orientation Checklist - Supervisor

Employees who have been properly oriented to their work environment experience greater satisfaction and success. Increasing one's familiarity with new surroundings and expectations provides a welcoming impression and leads to greater productivity sooner.

As you prepare for and orient a new employee to your work area, the NHO Checklist serves as a guide to ensure that you have covered essential items.

Please ensure that the information contained in the Orientation Checklist (and additional items pertinent to your area) is covered. A team approach may work best, with some items being covered by the supervisor and others covered by colleagues in the department.

Before Arrival

- Notify departmental staff of new employee's start date. Give information regarding the responsibilities assigned, so that co-workers can make the person feel welcome.
- Arrange your schedule to have time to spend with the new employee.
- Assign and prepare workspace – desk, computer, telephone.
- Order building and office keys from Security.
- Order necessary office supplies.
- Order name plate/badge.
- Order business cards (if applicable).
- Assign mentor and/or trainer (if applicable).
- Prepare an agenda for the first day.
- Prepare a training program.
- Complete online Banner Security form to request relevant Banner access.

First Day/Week

- Welcome New Employee to the Institute and Department.
- Introduction to work group
- Tour Department and important places: restrooms, break area, cafeteria.
- Introduction to the Organization
- History
- Resources for Institute information
- Tour of Institute
- Introduction to the Department
- Purpose
- Relation to other departments
- Organization of department (provide org chart if available)
- Procedures for leave, overtime, etc.
- Introduction to the job
- Job Description (duties, responsibilities, purpose)
- Work space
- Office keys
- Ergo evaluation (schedule with HR)
- Work hours, breaks, mealtimes and other rules
- Equipment and equipment usage policy
- Office telephone number

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- Online directory
- Copier
- Mail
- Office supplies
- Fax machine
- Tools
- Handling confidential information
- Middlebury's Technology Policies: <http://www.miis.edu/offices/it/policies>
- Performance expectations/goals
- Safety/Emergency Procedures (Safety Checklist must be signed and submitted to HR)
- Emergency exits
- Injury prevention
- Reporting injuries
- Introduction to mentor, coach or buddy (if applicable)
- Training
- Computer system/Banner
- Log on
- E-mail
- Software
- Telephone system and voicemail
- Holidays (refer to employee handbook)
- BannerWeb timesheet
- Attendance policy
- Parking
- ID Card
- Credit Card (if applicable)
- MIIS@Work blog and bulletin board (if applicable)
- Places to dine

NOTE: Benefit Orientation will be scheduled separately and is conducted by Human Resources.

This checklist is designed to assist the supervisor's efforts in providing each employee with the information and resources they need to be successful. The items on this list do not need to be completed in the order presented. **Please forward the original to HR and keep a copy for your file.**

Employee Name

Supervisor

**Date
Reviewed**