Hiring Leader's Checklist

*If your new employee will be remote, some of these tasks will not apply.

As soon as the candidate accepts

❑ Confirm that the candidate has been moved to "Hired" in Workable. Connect with your [Business Partner](#) if you have any questions.

*2 weeks before new employee arrives

❑ Ensure your new employee knows the date of and attends their New Employee Orientation (this will be their first day for benefits eligible employees).

❑ Email your new employee to welcome them and let them know what time to arrive, where to go, and the expected dress.

❑ Fill out the [new employee ITS form](#) to request a **phone number, computer, departmental permissions and any other technology needs** for your new employee.

❑ Schedule your employee for relevant ITS training: [ITS Training and Education](#)

❑ Prepare primary office space/determine office furniture/supply needs and order office suite and building keys.

- Middlebury, VT Campus: [Place Facilities Management online work order](#)
- Monterey, CA Campus: [Place Facilities Request Form](#)

❑ If applicable, [order business cards](#) for the new employee.

❑ Email Public Safety to request Access privileges if new employee will be located in or will need access to secure building(s). (Middlebury, VT Campus only)

❑ Advise department members of the new employee's start date. Give information regarding the person and 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.

❑ Talk to your own supervisor about the training timetable for the new employee.

❑ Plan to take the person to lunch once or twice during the first week, or plan to eat lunch with the new person if you bring your own and let the new employee know this.

❑ Complete [Online Banner Security form](#) to request the relevant Banner access, if applicable.

On the new employee's first day (benefit eligible employees attend NEO on Monday so treat Tuesday as their first day)

❑ Make sure you will be at work before the person arrives and give a warm personal welcome.

❑ Bring employee to HR to complete necessary employment paperwork if not already complete. **Verify that your new employee has completed their I9 to avoid interruption in their work schedule.**

❑ Explain lunch and other breaks – where, when, how long?

❑ Re-state when and how the person will be paid.

❑ Discuss policy on absences and notification procedure for sickness.

❑ Explain the working hours and time reporting procedure. Make sure the person understands time work should be accurately recorded and certified by you. Stress the importance of reliable attendance and being on time.

- ❑ Review security and safety measures.
- ❑ Introduce the person to your supervisor and other members of the department. Perhaps give a list of names and titles as an aid in learning names.
- ❑ Show desk or workplace, supply area, and equipment or other items related to the job.
- ❑ Review job description.
- ❑ Show employee how to log in to Oracle and complete their onboarding checklist and required training if they have not already. Point out need to keep personal data current in Oracle (marital status, phone number, withholding information, beneficiary on insured benefits).

By the end of the first week

- ❑ Explain organization, function, and objectives of department.
- ❑ Discuss employee's working relationships to others in the department. Take the employee tolocation(s) involved with the job and introduce them to people working there.
- ❑ Discuss vacation schedule planning and approval.
- ❑ Give preliminary evaluations of performance.
- ❑ Encourage questions and solicit feedback on the employee's early impressions of the job.
- ❑ Give the new employee a tour of the building they will be working in.
- ❑ If the employee will have access to confidential information, print the Confidentiality Agreement available here. Have the employee review the agreement, sign, and witness the employee signature. Upload the document to "Document of Record" in Oracle.
- ❑ Bring employee to the Dining Services office in Proctor Hall to pick up ID Card. More information about the ID process can be found here.

By the end of the second week

- ❑ Try to tour those areas of the College with which the person may have work contact, or which might otherwise be of interest.
- ❑ Schedule a meeting with the Vice President of your area to introduce them to the new employee. The meeting should be brief (10 – 20 minutes) but should allow time for both the employee and the VP to introduce themselves, ask questions, and discuss their roles at Middlebury.
- ❑ Review those things discussed during first week and give opportunity for questions and discussion.