EINSTEIN
Albert Einstein College of Medicine

Montefiore

New Team Member Roadmap

NEW EMPLOYEE DAYS	< 0	0- 30	30- 60	60-90	90+

Accepting the offer to join Einstein was likely a big decision for your new employee. Once an employee accepts a position, the days or weeks up to that first day are critical in building a positive impression and relationship. The ideas below will help ensure that the new employee feels welcome, and that you and your team can build a good relationship with the employee.

BEFORE FIRST DAY AND ON EMPLOYEE'S FIRST DAY

- Send an informal announcement to your department about your new hire and his/her background.
- Set up phone(s): Determine if your new hire will need a new phone, or have an existing one reconfigured.
- Have building keys or other access methods ready.
- Make sure necessary supplies are available: Plan ahead to insure that new hires have all the required office supplies on their first day, including pens, paper, post-its, message pads, office keys, etc.
- Set up new hire's work stations, including desk and/or office, computer, etc.
- Ensure new hire has email access, and Active Directory Credentials. Please note that this information is sent to hiring manager and administrator by Montefiore IT.
- Order business cards if necessary/ possible.
- Make sure new staff hires are added to appropriate email lists and calendaring systems.
- Show how to log-in and check e-mail as well phones and how to check voicemail.
- Set up appointments with individuals that your new hire should meet early on (colleagues within your organization and individuals that they will interact and work with on a frequent basis).
- Set aside time in your calendar to make sure you're available for the first few days and weeks of your new hire's tenure.

- Have lunch with the new employee on day one.
- Explain regular hours, break times for staff.

EMPLOYEE'S FIRST MONTH

- Walk around and tour areas of the facility.
- Review Fire alarm and evacuation procedure.
- Review and clarify all appropriate safety procedures.
- Show how to use department specific software and equipment.
- Review all office equipment (photocopier, fax machines, etc.) and ordering of supplies.
- Ensure that you have arranged for proper training for your new employee. Much of the training that is needed will more than likely be conducted by you or an employee in your department one-on-one with the new hire.
- Have frequent informal check-in with employee to see how they are acclimating.

30 – 60 DAYS OF EMPLOYMENT

- Introduce new employee to the Human Resources Learning Network, so they know there are professional and personal developments trainings available to them. Learning Network provides a comprehensive course listing to help individuals become effective managers, supervisors and team members. You can also find a course catalog at http://einstein.yu.edu/administration/human-resources/learning-network.html

- Continue meeting with your team member on a regular basis, for example weekly, bi-weekly, etc.

- Ensure that employee has received proper resources and support to be successful.

- Receive informal feedback from other team members on how new employee is performing and acclimating. This is helpful as some new employees may not be as verbal as they should be when they need help or are having difficulties.

DURING FIRST SIX MONTHS TO ONE YEAR

- Regularly meet with new employees to set goals, review performance, and give feedback. Also, ask for feedback about how things are going with their coworkers, work and if they're getting the support they need from you and others.

- Ask new hires if there are learning and professional development opportunities that seem interesting to them. Discuss which ones are appropriate and show them how to enroll.

- Provide employee with opportunity to work on different projects and take part in committees, meeting, etc. to engage and motivate employee.

- Conduct evaluation period/trial period formal review.