

## **NEW HIRE CHECKLIST**

Congratulations on your new hire!

The following checklist represents tasks that need to be **completed by you** or your designee before your new hire begins. Please be aware that some items on this list may not be relevant to this new hire's position and that you may need to add other items to this list to improve the onboarding process for your new employee. Again, hearty congratulations! It was our pleasure working with you, and as always, we encourage you to call our office at (718) 430- 3308 with any questions or concerns.

Thank you,

*Talent Acquisition Team*

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### **Prior To Arrival**

- Hiring Manager sends welcome email to new hire
- Hiring Manager sends email to the department announcing new employee
- Clean office and work area where the new employee will be assigned
- Provide office supplies (name plate, etc.)
- Set up a welcome breakfast or lunch with employee team members to take place during employee's first week
- [Telecommunication requests](#) (to request desk phone lines and fax requests)
- [Order Uniforms](#) for represented employees if applicable
- [Request Office and/or desk keys](#)

### **Day One**

#### **Human Resources:**

- New employee attends orientation submits new hire forms & receives memo for employee ID (process takes roughly 2-3 hours)

**Please note:** Orientation may not be on the employee's first day.

#### **Departmental Responsibilities:**

- Show employee work space
- Introduce assigned "buddy" & other members of the department
- Conduct tour of important places (entrance to building/office, printer, copier, fax machine restrooms, coffee area, cafeteria, etc.)
- Provide keys, phone/email/fax numbers
- Review job schedule, hours and time keeping system
- Review and set up voicemail & email access

### **Within First Two Weeks:**

- Discuss job description & responsibilities
- Discuss Performance Management Process & Competencies
- [Review vacation & other standard operation procedures & policies](#)
- Update employee information on department website
- [Update public directory & staff distribution lists](#)
- Conduct department-specific training

### **For Union Employees:**

Please utilize the [Probation Review Guidelines](#) to determine whether you wish to extend the probation or retain the employee and permit him/her to become a regular employee, which would entitle the employee to the protection of the job security provisions of the applicable collective bargaining agreement.