



EMPLOYEE'S FIRST DAY

The checklist contains key tasks to help with your employee's first day acclimation. You may want to ask others on your team to help with some of these responsibilities.

Introductions:

- Greet the employee and discuss the plan for the first day, show them their workspace/office, and where to put personal belongings.
- Remind employee to sign and return contract and any personnel forms to Human Resource Management.
- Introduce employee to others in the department and discuss department mission and strategic plan; how job roles interact; and its relation to other departments on campus.
- Lunch – If planned, have lunch with scheduled participants. If not, make sure new employee knows where they can go for lunch and what others generally do for lunch.

Workplace Orientation:

- Tour facility and review:
 - Restrooms
 - Mail and mail room
 - Copy / fax machines
 - Keys
 - Building access and security
 - Bulletin board
 - Printers
 - Office supplies
 - Bengal ID card
 - Business cards (if applicable)
 - Water cooler / coffee area
 - Vending machines
 - Emergency exits
 - Conference rooms and staff meetings

Computer and Telephone:

- Network account
 - E-mail
 - Calendar software
 - Telephone and Voicemail
 - Software/Hardware
 - Shared drives (if applicable)

Policies/Procedures:

- Work schedule
 - Attendance reporting, including vacation and sick leave, holidays
 - E-mail and Internet use (Electronic Resources)
 - Alcohol and Drug-Free Workplace
 - Emergency Closing Procedures
 - Handling confidential information
 - Sexual Harassment Policy
 - Title IX Compliance
 - Workplace Violence Prevention Policy and Training

Position Information:

- Review job description, responsibilities, and performance expectations/goals (e.g., performance program).
- Review competencies necessary for success at Buffalo State.