



### **PRIOR TO EMPLOYEE'S FIRST DAY**

The checklist will guide you through key tasks to complete prior to the new employee's first day.

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#### **Welcome Plan:**

- Call to officially welcome the new employee to Buffalo State after confirmation of acceptance. Confirm start date, time, location, and parking. Invite employee to call with any questions.
- Notify everyone in the department that a new employee is starting and encourage their support.
- Schedule one-on-one meeting with the new employee to orient them to your department.
- Schedule meeting to introduce the new employee to the department members.
- Plan the new employee's first lunch, including who will participate.

#### **Workspace:**

- Ensure the new employee's work space is clean, organized, and equipped with appropriate supplies.

#### **Technology:**

- Request network/e-mail accounts with IT Services.
- Add new employee to any Outlook calendars and update any departmental internal communications, distribution lists, and e-mail lists.

#### **Administrative:**

- Create a transition plan for the new employee and those currently handling the tasks of the position. Define a timeline for how each task will transition to the new employee, who will be responsible for training, and who will communicate the plan to departments and colleagues across campus. A clear plan will set the expectations for the employee and assist them in being successful.

#### **Work Assignments:**

- Plan initial job assignments. Be sure the new employee has the tools and information to complete their first assignment successfully. This will set the tone for productive supervisory-employee interactions to come.