

College of Human Medicine New Employee Orientation Checklist

New Employee Orientation	
Name:	
Department/Unit:	Start Date:

Every new employee is expected to receive an orientation to the College of Human Medicine as well as to the specific department/unit. The employee's immediate supervisor, or his/her designee, is responsible to ensure that the orientation is completed. While not all items on this checklist will apply to all employees, this checklist provides a useful tool to orient the employee and to document the orientation. Orientation begins on the employee's first date and continues as long as is necessary; however, this checklist should be completed and returned to the Dean's Office Human Resources Manager within the employee's first 30 days. *(Please initial areas covered.)*

For supervisory resources for successful onboarding, please visit:

<https://michiganstate.sharepoint.com/sites/EmployeeTransitions/SitePages/PreparingForYourFirstDay.aspx#for-supervisors-task-list>

Department/Unit Welcome:

_____ Provide several hours for Employees to view the following link:

<https://michiganstate.sharepoint.com/sites/EmployeeTransitions/SitePages/PreparingforYourFirstDay.aspx>

- _____ Welcome and email Greetings (*templates on link above*)
- _____ Introduction to staff/faculty in same unit/department/location
- _____ Ensure employee has lunch plans for the first day

Organization and Purpose of (Department/Unit/College)

- _____ Employee to Sign up for Employee Welcome Program (will receive email with instructions in Applicant portal)
- _____ Discuss function/mission/goals of department/unit/college
- _____ Discuss structure of department/unit/college and where employee's position fits (Provide Organizational Chart)
- _____ Profiles of customers/clients the unit serves
- _____ Immediate supervisor and managerial style

Policies and Procedures (*Key Policies on Sharepoint employee Transitions website*)

- _____ Regular work hours, lunch, breaks and coverage
- _____ CT hires provided timekeeping information by emailing CHM.hr@campusad.msu.edu
- _____ Tardiness/absences/reporting unscheduled absences: how to report and to whom
- _____ Vacation/sick time/personal time
- _____ Overtime

- _____ How to request/record time away
- _____ Arranging back-up coverage
- _____ Inclement weather policy
- _____ Other: _____

Facilities/Safety/Security

- _____ Tour (as applicable) of building, floor, wing; be certain to identify entrances and exits, emergency exit routes, fire extinguishers, fire pull alarms, and restrooms
- _____ Location of eating area/break room, food options, vending machines, nearby restaurant options, etc
- _____ Discuss parking permits and parking options (Should have been contacted by Operations Team regarding parking)
- _____ Issue office and building keys and/or arrange electronic access
- _____ Review building safety/security/emergency procedures
- _____ Inform employee to sign up for alerts at <http://alert.msu.edu/> (instructions on *Sharepoint Employee Transitions*)
- _____ Discuss health and safety risks
- _____ Other: _____

Specific Job Requirements and Expectations

- _____ Review job description and general responsibilities
- _____ Discuss expected level of quality and productivity
- _____ Discuss expected work habits including expectations for attendance and punctuality, ethics, confidentiality, and customer service
- _____ Discuss expected work relationships with colleagues (teamwork, collaborations, mutual support, backing each other up)
- _____ Discuss behavior expectations and organizational norms (personal phone calls, personal use of e-mail/computers)
- _____ Office attire/dress code
- _____ Ask the employee: “Are there any special accommodations that I should be aware of that will help make your transition to CHM more successful?”
- _____ Other: _____

Department/Unit Specific Procedures and Information

- _____ Employee’s work space/deck/office and keys if applicable
- _____ Supplies: location/ordering
- _____ E-mail/internet: ensure employee has logins and password
- _____ Outlook calendar access to others’ calendars (arrange if applicable)
- _____ Use of phone system and voicemail
- _____ Use of other office equipment: copiers and user codes (if applicable); fax machines, printers
- _____ Meeting attendance expectations E.g., regular staff meetings
- _____ Staff communication, e.g., bulletin boards
- _____ Inter-office communication, US mail, campus mail, couriers (as applicable)
- _____ Shipping and FedEx – account numbers if needed
- _____ Recycling

University Access

- _____ EBS - Access Request Memo (ARM) for university systems (if applicable)
- _____ Signature card for accounting (if applicable)

Does the employee have any additional questions he/she would like answered at this time?

My supervisor or his/her designee has reviewed and discussed all applicable topics with me. I have had the opportunity to ask questions and I understand what has been discussed.

Employee Signature

Supervisor/Designee Signature

Date

Date