Supervisor’s Checklist for New Employees

**Step 1: Before employee starts**

- Work with recruiter to complete the hiring process
- Prepare new employee for Medical Center orientation. Human Resources will send your new hire an orientation confirmation letter with location, time and parking details. Remind new employee to:
  - activate VUnetID
  - complete Section 1 of the I-9. On orientation day, bring I-9 IDs (one document from List A or a document from List B and List C).
  - attend immunization screening before orientation. Details will be provided in new hire’s orientation confirmation letter (see sidebar).
  - complete Compliance Magazine and assessment in the Learning Exchange
- Announce new employee’s arrival date and duties to department
- Set up new employee’s work area
  - Arrange for computer and software installation
  - Get computer and system security approval and access setups. See a list of HR systems and access requests for HR systems
  - Submit Remote Access Control Facility Identifier request (clinical only)
  - Set up telephone, voicemail, and Vnet long distance with Information Technology
  - Provide sufficient office supplies
  - Arrange for keys or passcode access
  - Set up procurement card and/or travel account, if needed
- Prepare agenda for new employee’s first day and week
  - Schedule time to spend with your new employee during the first week
  - Identify meetings (staff, 1:1, etc.) that new employee should attend
  - Identify people for new employee to meet during first week
  - Determine meaningful work assignment for new employee to attempt or complete
- Provide Nashville relocation information, if applicable
- Arrange entity or departmental orientation, if applicable
- Line up a buddy or mentor, if possible

**Action Steps:**

**Orientation.** HR will register new employees for orientation on their start date. Staff will not be able to attend orientation or begin work without completing their immunization screening or background check. Learn more.

**Immunization screening.** New hires must attend immunization screening any Monday prior to their start date at the VU Recreation & Wellness Center. New hires can also schedule an appointment with Occupational health. Learn more.
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**Step 2: First day**

- Greet new employee at office or parking location and walk him or her to orientation, if possible. Orientation locations are listed on the [New Staff Orientation website](#).
- Have lunch with new employee after orientation ends at 12:30, if possible
- Give instructions on where to report the day (or week) following orientation
- Remind new employee to complete Section 2 of the I-9 within the first 3 days of work
- Provide tour of the department or building, including break room. Review bus availability if employee is interested and share nearby lunch options.
- Explain where to secure personal items
- Train new employee on the [Kronos timekeeping system](#)
- Make sure your new employee has activated his/her [VUnetID](#) and chosen an ePassword
- Review first week’s schedule and meaningful work assignment. Ask new employee if he or she has questions.
- If your new employee will attend further orientation or training, give instructions (including parking information) for all days.

**Notes:**

**Orientation.** New employees should be at orientation no later than 7:50 a.m. Orientation ends at 12:30 p.m. See the [HR website](#) for details.

**I-9.** Section 1 of the I-9 must be completed no later than your new employee’s first day. Section 2 of the I-9 is verification of identification documents at a campus I-9 site. Section 2 must be completed within three days of your employee’s first day.
Step 3: First & second weeks

☐ Orient new employee to department (see sidebar for details)

☐ Review time off allotment and policies

☐ Explain how to use email, Internet, and voicemail. Share appropriate email signature template. Review Electronic Communications policy.

☐ Ensure new employee completes items on the orientation checklist:
  - Get a parking permit
  - Complete Vanderbilt Initial Compliance online module within 30 days of hire
  - Complete Conflict of Interest Disclosure within 2 weeks of hire
  - Enroll for benefits within 30 days of hire date
  - Complete C2HR personal profile and direct deposit

☐ Send new employee to computer or process training (if applicable)

Tips to orient new employee to department

- Identify department goals, mission, vision and relationship of department to the organization
- Discuss applicable VU and departmental policies and processes
- Provide departmental phone list, list of current dept. programs, and organizational chart
- Identify critical members of the department
- Describe customer service expectations
- Explain work duties of others in the work unit
- Point out and explain how to use fax and copy machines
- Review job description with employee on the Jobs Database (VUMC Staff) and, if applicable, on Performance Central (Nursing, Clinical Services)
Step 4: First month

☐ Ensure new employee understands the relationship between their job, the department, and the organization

☐ Set up one-on-one meetings with team members and other pertinent staff members

☐ Meet regularly to answer questions and ensure that new employee is becoming acclimated to department and position responsibilities

☐ Schedule new employee for any applicable learning opportunities
  
  o Leadership, communication, and administrative process trainings available from HR Organizational Effectiveness
  
  o View other trainings available in the Learning Exchange
Step 5: First 3-6 months

☐ Review orientation progress
☐ Set up a development plan with new employee
☐ Celebrate the end of the orientation and evaluation period
☐ Review performance development process for new employees or transfers

Contact information

- Employee Service Center: 615.343.7000 or hr.vanderbilt.edu/esc
- HR Organizational Effectiveness Team: 615.322.4976 or hr.vanderbilt.edu/training
- Human Resources: hr.vanderbilt.edu