

## SUPERVISOR'S CHECKLIST FOR NEW EMPLOYEES

*\*To be customized to department\**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Employee Date: \_\_\_\_\_

(The items highlighted in "green" are intended to make your new employee feel welcome. Please try to include them whenever possible.)

### Prior to your new employee's start date

ACTION	Completed (Initial & Date)
<b>Work with recruiter to complete hiring process</b>	
<b>Register new employee for University Central orientation</b> <ul style="list-style-type: none"> <li>▪ Request registration from HR using online form: <a href="https://forms.vanderbilt.edu/view.php?id=428689">https://forms.vanderbilt.edu/view.php?id=428689</a></li> <li>▪ More information at <a href="http://hr.vanderbilt.edu/training/newemployeetoolbox.php">http://hr.vanderbilt.edu/training/newemployeetoolbox.php</a></li> <li>▪ Arrange entity/departmental orientation (if applicable)</li> <li>▪ Ensure your new employee activates his or her VUNetID. This is the department's responsibility; it is not completed at orientation <a href="http://www.vanderbilt.edu/accessvu/">http://www.vanderbilt.edu/accessvu/</a></li> </ul>	
<b>Register new employee for role specific training</b> <ul style="list-style-type: none"> <li>▪ A wide variety of courses is available in the Learning Exchange. <a href="https://webapp.mis.vanderbilt.edu/absorb-ssso/login.action">https://webapp.mis.vanderbilt.edu/absorb-ssso/login.action</a></li> <li>▪ Use keywords in the search function to find courses appropriate for your new employee</li> <li>▪ Courses for new leaders can be identified by typing "Leadership" in the search function. In particular, consider enrolling a new leader in "HR Leadership Foundations" and "Financial Foundations."</li> </ul>	
Provide information for first day <ul style="list-style-type: none"> <li>▪ Orientation start time: 8 a.m. (check-in from 7:30 a.m.)</li> <li>▪ Start time on first day if not attending orientation on first day</li> <li>▪ Directions and parking instructions</li> <li>▪ Share orientation information <a href="http://hr.vanderbilt.edu/training/newstafforientation.php">http://hr.vanderbilt.edu/training/newstafforientation.php</a></li> <li>▪ Online completion of Section 1 of the I-9: <a href="http://hr.vanderbilt.edu/i9">http://hr.vanderbilt.edu/i9</a></li> <li>▪ Documents to bring on first day:</li> <li>▪ IDs for I-9 form (one document from List A or a document from List B and a document from List C, provided at <a href="http://hr.vanderbilt.edu/i9/documents/I9-Acceptable-Documents.pdf">http://hr.vanderbilt.edu/i9/documents/I9-Acceptable-Documents.pdf</a></li> </ul>	
<b>Provide Nashville relocation information (if necessary)</b>	
<b>Prepare agenda for new employee's first day and week</b> <ul style="list-style-type: none"> <li>▪ <b>Schedule time to spend with your new employee during the first week</b></li> <li>▪ Identify meetings (staff, 1:1, etc.) that new employee should attend</li> <li>▪ Identify people for new employee to meet during first week</li> <li>▪ Determine meaningful work assignment for new employee to attempt or complete</li> </ul>	
<b>Announce new employee's arrival date and duties to department</b>	
<b>Ensure the setup of new employee's work area/station</b> <ul style="list-style-type: none"> <li>▪ Arrange for computer and software installation</li> <li>▪ Get computer and system security approval and access setups</li> <li>▪ List of HR systems: <a href="http://hr.vanderbilt.edu/systems">http://hr.vanderbilt.edu/systems</a></li> <li>▪ Access requests for HR systems: <a href="http://hr.vanderbilt.edu/security">http://hr.vanderbilt.edu/security</a></li> <li>▪ Other systems used in the new employee's role</li> <li>▪ Set up telephone, voicemail, and Vnet long distance by sending purchase requisition to ITS: <a href="http://its.vanderbilt.edu/voice">http://its.vanderbilt.edu/voice</a></li> <li>▪ Set up Procurement Card and/or travel account, if needed:</li> </ul>	

ACTION	Completed (Initial & Date)
<a href="http://www.vanderbilt.edu/procurement/pcard/default.shtml">www.vanderbilt.edu/procurement/pcard/default.shtml</a> <ul style="list-style-type: none"> <li>▪ Provide sufficient office supplies</li> <li>▪ Arrange for any keys or passcode access</li> </ul>	
<b>Line up a buddy/mentor for your new employee (if possible)</b>	

**On your new employee's first day**

ACTION	Completed (Initial & Date)
<p><b>Greet new employee at office or parking location and walk them to orientation if at all possible, if not, please make some form of contact with your employee on their first day or send someone from your department to make contact.</b></p> <p>New employee should be at orientation no later than 7:50 a.m. Orientation locations are listed at <a href="http://hr.vanderbilt.edu/training/sns0.php#datelocation">http://hr.vanderbilt.edu/training/sns0.php#datelocation</a>.</p>	
<p><b>Give instructions on where to meet manager after orientation ends and/or where to report the day or week following orientation if needed.</b></p>	
<p><b>Arrange to pick up new employee from orientation and have lunch with new employee (if possible)</b></p> <p>Orientation ends at 12:30 p.m.</p>	
<p><b>Remind new employee to complete step 2 of I-9 process at I-9 site if not completed during orientation.</b></p> <ul style="list-style-type: none"> <li>▪ Sites: <a href="http://hr.vanderbilt.edu/i9">http://hr.vanderbilt.edu/i9</a></li> <li>▪ Section 1 of the I-9 must be completed no later than new employee's first day.</li> <li>▪ Section 2 (verification of identification documents by a campus I-9 site) must be completed within three days of first day.</li> </ul>	
<p><b>Have new employee complete paperwork if new employee does not attend orientation on the first day of work</b></p> <ul style="list-style-type: none"> <li>▪ Send paperwork to HR Processing, PMB 407718</li> <li>▪ W-4 Tax Withholding form: <a href="http://www.irs.gov/pub/irs-pdf/fw4.pdf">www.irs.gov/pub/irs-pdf/fw4.pdf</a></li> <li>▪ New Hire Voluntary Self Identification Form link posted on C2HR home page</li> <li>▪ Enroll in direct deposit on C2HR or using <a href="#">paper form</a></li> </ul>	
<p><b>Assist new employee in getting ID card</b></p> <ul style="list-style-type: none"> <li>▪ University Card Office: <a href="http://www.vanderbilt.edu/cardservices/facultystaff/index.php">http://www.vanderbilt.edu/cardservices/facultystaff/index.php</a>, 322-2273</li> </ul>	
<p><b>Assist new employee in getting parking permit</b></p> <ul style="list-style-type: none"> <li>▪ <i>Vanderbilt University Parking Services</i>: 322-2554 <a href="http://www.vanderbilt.edu/traffic_parking">www.vanderbilt.edu/traffic_parking</a></li> </ul>	
<p><b>Provide tour of the department/building, including break room.</b> Review bus availability if new employee is interested and share nearby lunch options, if applicable.</p>	
<p><b>Explain where personal items can be secured</b></p>	
<p><b>Train new employee on timekeeping</b></p> <ul style="list-style-type: none"> <li>▪ HR Processing, 343-6606, <a href="http://hr.vanderbilt.edu/apps/ts/">http://hr.vanderbilt.edu/apps/ts/</a></li> </ul>	
<p><b>Make sure new employee has activated VUnetID and chosen an e-password</b></p> <p><a href="https://jprod.its.vanderbilt.edu/apps4/vandyemployee">https://jprod.its.vanderbilt.edu/apps4/vandyemployee</a></p>	
<p><b>Review first week's schedule and meaningful work assignment. Ask new employee if there are any further questions.</b></p>	

ACTION	Completed (Initial & Date)
If new employee will be going to further orientation or training, give them instructions (including parking information) for all days.	

**During your new employee's first and second weeks**

ACTION	Completed (Initial & Date)
<b>Orient new employee to department</b> <ul style="list-style-type: none"> <li>▪ Identify department goals/mission/vision and relationship of dept. to the organization</li> <li>▪ Discuss applicable VU and departmental policies and processes</li> <li>▪ Share job description and any other expectations</li> <li>▪ Provide departmental phone list, list of current dept. programs, and organizational chart</li> <li>▪ Identify critical members of the department</li> <li>▪ Describe customer service expectations</li> <li>▪ Explain work duties of others in the work unit</li> <li>▪ Point out and explain how to use fax and copy machines</li> </ul>	
Review time off policies: <a href="http://hr.vanderbilt.edu/policies">http://hr.vanderbilt.edu/policies</a>	
<b>Instruct new employee on use of e-mail, Internet, voicemail, and other electronic communications</b> <ul style="list-style-type: none"> <li>▪ Share appropriate email signature template</li> <li>▪ Review Electronic Communications policy: <a href="http://hr.vanderbilt.edu/policies/electronic-communications.php">http://hr.vanderbilt.edu/policies/electronic-communications.php</a></li> </ul>	
<b>Make sure new employee completes "Vanderbilt Initial Compliance Curriculum" course in the Learning Exchange within 30 days of hire</b> <a href="https://webapp.mis.vanderbilt.edu/absorb-sso/login.action">https://webapp.mis.vanderbilt.edu/absorb-sso/login.action</a>	
Send new employee to any applicable computer or process training	
Update University and departmental directories (including PeopleFinder) with new employee's information	
<b>Make sure new employee completes Conflict of Interest disclosure within 2 weeks of first day</b> <i>(usually completed during orientation)</i> <ul style="list-style-type: none"> <li>▪ <a href="https://webapp.mis.vanderbilt.edu/coi/">https://webapp.mis.vanderbilt.edu/coi/</a></li> </ul>	

**During your new employee's first month**

ACTION	Completed (Initial & Date)
<b>Ensure new employee understands the relationship between their job, the department, and the organization.</b>	
<b>Set up one-on-one meetings with team members and other pertinent staff members</b>	
<b>Meet regularly to answer questions and ensure that new employee is becoming acclimated to department and position responsibilities</b>	
<b>Explain how the department uses the Learning Exchange learning management system</b> <a href="https://webapp.mis.vanderbilt.edu/mzingalms">https://webapp.mis.vanderbilt.edu/mzingalms</a>	

ACTION	Completed (Initial & Date)
<b>Schedule new employee for any applicable learning opportunities</b> <ul style="list-style-type: none"> <li>▪ Leadership, communication, and administrative process trainings available from HR Learning &amp; Organizational Development: <a href="http://hr.vanderbilt.edu/training">http://hr.vanderbilt.edu/training</a></li> <li>▪ View other trainings available in the Learning Exchange: <a href="https://webapp.mis.vanderbilt.edu/absorb-ss0/login.action">https://webapp.mis.vanderbilt.edu/absorb-ss0/login.action</a></li> </ul>	

**During your new employee's first 3-6 months**

ACTION	Completed (Initial & Date)
Review orientation progress	
Set up a development plan with new employee	
Celebrate the end of Orientation and Evaluation Period	
<b>Review Performance Development process for new employees or transfers</b> <ul style="list-style-type: none"> <li>▪ <a href="http://hr.vanderbilt.edu/compensation/NewEmployeesJobChanges.php">http://hr.vanderbilt.edu/compensation/NewEmployeesJobChanges.php</a></li> </ul>	

**Contact Information for Assistance**

<b>Human Resources</b> 615-373-4788 <a href="http://hr.vanderbilt.edu">http://hr.vanderbilt.edu</a>
<b>HR Learning &amp; Organizational Development Team</b> 615-322-8320 <a href="http://hr.vanderbilt.edu/training">http://hr.vanderbilt.edu/training</a>