



## Office of Human Resource Management

### NEW EMPLOYEE CHECKLIST FOR MANAGERS

This checklist has been prepared to assist you with ensuring a proper onboarding for your new employee. Feel free to expand and tailor this list to suit your departmental orientation needs.

**The following should be completed prior to new employee's arrival.**

- Designate work area
- Assign a phone number
- Arrange for office supplies
- Prepare required paperwork
- Keep your schedule free to meet with new employee
- Plan a "welcome" get together with other staff
- Prepare the first job assignment(s)
- Arrange for a mentor or buddy to work with new employee
- Give clear directions for getting to the department and expected arrival time/schedule

#### **Administrative Information**

- Keys
- PER 2 or 3 (Personnel Form)
- Evaluation Period (Classified employees)

**The following should be completed within the first 30 days of the new employee's arrival.**

#### **Office Information and Customs**

- Office Tour/Introduction to co-workers
- Dress
- Operation of equipment (e-mail, fax, copier, phone, etc.)
- Staff ID card
- "Call-in" procedure (for absences)
- Staff meetings
- Introduction to the department
- Account numbers (if applicable)
- Office safety/security issues
- Emergency Action Plan for building
- Employee's need for evacuation assistance

### **Job Specific Information**

- Departmental goals
- Job description (duties, responsibilities, performance standards)
- Organizational chart
- Hours/work schedule/ breaks/overtime/flextime
- Time and Labor/SF-6 process
- Job procedure manuals
- Confidentiality practices
- Office supplies (and how to obtain)

### **Items to cover on Office Tour**

- Introductions
- Restrooms
- Employee entrances
- Locations of nearby departments
- Bulletin boards and other sources of information
- Break room
- Stairs
- Fire exits
- Conference area(s)
- Restricted area(s) (if applicable)
- Files
- Storage

### **Items to remind employees of following orientation:**

#### **Benefits**

Sign up within 30 days of start date. You will be able to sign up during orientation. If you have any questions, call the Human Resources Employee Service Center at 504-568-7780.

**Optional:** Benefits Webinar is optional, but recommended before signing up for benefits.

#### **Complete New Hire Assignments**

Once the Compliance trainings have been loaded, take the required online courses by the due dates. The Compliance website can be accessed here:

<https://intranet.lsuhscc.edu/ctms/kds/ViewTrainings.aspx>

- Leaders who are an evaluating supervisor or a second level evaluator of classified employees are required to take the Civil Service Performance Evaluation System (PES) training within 90 days of their hire date. The Civil Service PES online training can be accessed here:

<http://www.civilservice.louisiana.gov/Divisions/EmployeeRelations/pes.aspx>