Checklist for New Employees

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| **EMPLOYEE INFORMATION** | |
| Name: Enter text. | Start Date: Enter a date. |
| Position: Enter text. | Manager: Enter text. |
| **MANAGER** | |
| *Prior to new employee start date:*  Assign peer ambassador employee(s) to answer general questions. (See peer ambassador program in Managers Toolkit.)  Call to officially welcome the new hire to UMass after confirmation of acceptance.  Initiate, with the PA or DA, the roll on form and send to roll on distribution group.  Send an informal announcement (via e‐mail) to the department announcing the new employee.  *Once Employee Arrives:*  Introduce new employee to team.  Manager takes employee to lunch or delegates to PA or DA. | |
| **DEPARTMENT ASSISTANT (DA)** | |
| *Prior to new employees arrival:*  Arrange time with HR for onboarding and Facilities for the first day.  Prepare the employee’s first day and first week agenda. (Agenda template in Managers Toolkit.)  Invite employee to regularly scheduled meetings, and set up weekly/biweekly 1:1 meeting with their manager.  Order supplies – paper, pens, keys, business cards (if applicable).  Prepare the new employee's workspace with appropriate supplies and make sure that it is clean and ready.  Prepare or update department-specific section of employee Welcome Packet. (Department Information Checklist in Managers Toolkit.)  Make sure welcome packet is on employee's desk.  Determine location for “First Day” welcome lunch with new employee. Work with manager to determine who should be invited.  Initiate all forms for access requests to department specific systems (external and internal), working with manager when necessary. | |
| **PEER AMBASSADOR (PA)** | |
| *Prior to new employee arrival:*  Coordinate with security/reception to meet employee first day.  Sign welcome card and distribute around office to be signed.  Assure employee work space is prepared with Welcome Packet and supplies.  *Once new employee arrives:*  Greet the new employee at the designated time and location.  Review agenda with employee.  Assist employee with:  Log into computer  Set-up email signature  Set‐up voicemail  Time- Reporting (if manager, please contact Sharon Vieira @ x5-7566 or Carol Dugard @ x5-7572)  Explain how to use office equipment, obtain office supplies, make travel arrangements, and the like.  Periodically check in with the new employee during the first 30-60 days. | |