

## Department Checklist for New Staff Members

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Prepare a schedule for introducing the new staff member to the University, the department, and the job. Answer the kinds of questions a new staff member is likely to have. Don't overwhelm her or him by packing in too much new information at one time. Make time to meet with the new staff member every day at least for the first week—perhaps for fifteen minutes at the end of the day. Make sure he or she is settling in, answer questions, review job responsibilities, and so on. Let the new staff member know you support her or him. Be sure to include the following in your orientation:

- ☞☞ Location of restrooms, lunch facilities, break facilities and the lunch and break periods schedule (if applicable)
- ☞☞ An invitation to lunch with you and/or department colleagues on the first day of work (You may want to invite another staff member to be the new staff member's "buddy;" someone to be in charge of showing the new person around, going to lunch with her or him the first few days, explaining the University's organization and culture, and—most importantly—answering the many questions all new staff members have.)
- ☞☞ Information about appearance standards and uniforms (if applicable)
- ☞☞ Introductions to people in the department and to those in other departments with whom the new staff member will be working
- ☞☞ Special department orientations (For example, if the individual will be responsible for financial transactions he/she should meet with the Financial Services Office to understand their processes.)
- ☞☞ Provide the "Preventing Sexual Harassment" training program URL to the staff member and ask them to complete the program and print the certificate during their initial review period. The URL is: <http://www.newmedialearning.com/psh/upuget/index.shtml>.
- ☞☞ If the staff member will have access to confidential information, have them sign the "Non-Disclosure and Confidentiality Agreement" (this can be printed from the HR web page at <http://www.ups.edu/humanresources/forms-directory.htm> .
- ☞☞ Information about the resources, supplies, tools, equipment, etc., the new staff member will be using in her/his job (Outfit the staff member's workstation or office; make sure the computer is up and running; stock the desk with office supplies; have a University *Telephone Directory* available; etc.)
- ☞☞ Review of University's mission, department's mission, job description and performance expectations, department specific policies and procedures, departmental organization (provide organization chart, if available), etc.

- ✍✍ Location of the University's Safety Information Procedures, the Earthquake Response Plan, the Treatment for Job Related Injuries and Illnesses procedures, and the Safety and Health Manual (if applicable) in the department.
- ✍✍ Information about the appropriate way to answer telephone (if applicable) and/or to greet those whom the department serves
- ✍✍ Identification of whom to call (along with the phone number) in the event the staff member will be late or absent and when such calls should be made
- ✍✍ Information about anticipated overtime/holiday work required and about procedures used in the department in the event of an emergency, inclement weather, accidents, etc.
- ✍✍ Location of *Staff Policies and Procedures Manual* in the department and on the University's Intranet Web site

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