

**UH Graduate College of Social Work
NEW HIRE ORIENTATION CHECK LIST**

The following are suggested steps for conducting the orientation process for your new employee.

PRE-EMPLOYMENT INTERVIEW: (Basic information to cover and action steps)

- ___ Explain GCSW's mission, culture, objectives, and strategies
- ___ Describe the culture and work environment of your office
- ___ Describe the work of your office
- ___ Explain the job duties and responsibilities
- ___ Describe opportunities for growth and development
- ___ Briefly explain benefits

PRIOR TO START DATE: (Suggested items to cover)

- ___ Notify the college business office of new hire
- ___ Notify the communications office of the new hire and request changes to personnel on college webpage, if applicable
- ___ Send out new hire packet: confirmation letter (includes I-9 documentation and personnel data sheet, along with the required policies). All can be found at the bottom of the Human Resources forms page: <http://www.uh.edu/human-resources/forms/>
- ___ Prepare the employee's office space (e.g., meet special needs, ensure adequate equipment is available, etc.)
- ___ Order office supplies for the employee (e.g., business cards, nameplate/name tag, paper, pens, calendar, current telephone directory, etc.)
- ___ Notify college IT department to request any applications that need to be installed on workstation, order new phone and request telephone number
- ___ Arrange for building and office keys for employee
- ___ Schedule new employee's first week activities and prepare agenda, including names, titles, and offices of key contacts that they will meet
- ___ Update organizational chart, e-mail distribution lists, phonedlists, etc.

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- Notify receptionist of new employee
- Announce employee's arrival date to colleagues
- Send employee's name, title, email address and phone number to the Communications Office so this information can be added to our website.
- Schedule meetings with others the employee will work with closely
- Schedule blocks of time to meet with the employee to review progress (at least once per week for the first two weeks)
- Schedule necessary training (e.g., computer, Business Services, PeopleSoft, facilitator training, etc.)
- Ask another office member to be the employee's "buddy"

Prepare for Distribution:

- College telephone list
- Organization chart
- Copy of the job description
- Information for New Staff on the HR web site
- General information about the community
- Campus map
- College mission, goals, etc.

FIRST DAY:

- Employee attends UH orientation

SECOND DAY: (Suggested items to cover)

- Introduce to immediate work area
- Review employee's agenda for the day
- Demonstrate how to log on to the computer network and review how to use email and printer
- Explain office mission, how employee fits in the "big picture," as well as the office's structure, history, and key staff and their areas of responsibility
- Review overall duties of the employee's job, expectations for the employee, and provide a copy of job description

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- ___ Outline office hours and work hours, including overtime (if applicable)
- ___ Explain and show how to fill out time on TRAM (for biweekly employees)
- ___ Explain dress code
- ___ Explain any policies/procedures concerning breaks and lunch
- ___ Tour building facilities (parking, restrooms, break rooms, designated smoking areas, conference rooms, mailroom, etc.)
- ___ Tour work area (show equipment used, layout of local work area, location of supplies/where to obtain more, where to store personal belongings, etc.)
- ___ Explain telephone procedures and operation
- ___ Designate a person the employee can go to for help (other than the supervisor)
- ___ Spend last one-half hour with employee to review Day One, answer questions, gather feedback, and introduce Day Two's agenda

FIRST WEEK: (Suggested items to cover)

- ___ Review performance management/evaluation process
- ___ Explain and give copies of college rules, policies, and procedures (e.g., time off such as vacation, sick time, unexpected absences, tardiness, doctor appointments, etc.)
- ___ Demonstrate how to use office equipment (e.g., fax, copier, etc.)*
- ___ (End of week) Review and discuss the employee's first week. Go over agenda for the following week

END OF FIRST 30 DAYS: (Suggested action steps)

- ___ Discuss job, training, and miscellaneous matters

90 DAY FOLLOW UP MEETING: (Suggested action steps)

- ___ Conduct performance management/evaluation (brief discussion if no formal system)
- ___ Discuss miscellaneous matters

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____ Determine additional computer training needs and reserve computer-based training software