

Bates College
New Employee Orientation Checklist



Employee Name: _____

Position: _____ Supervisor: _____

This checklist is provided to assist supervisors and new employees navigate topics and tasks that should be addressed during a new employee's first days of employment. The time frames below are suggested and the item relevance may be dependent upon the work area. A copy will be given to the employee for reference. Once reviewed, the supervisor should check off the item or *indicate that it is not applicable*. **This completed checklist should be submitted to Human Resources and will become a part of the employee's personnel file.**

The following items have been designated as primary priority items and should be covered on the FIRST DAY of employment:

Done	N/A	Item to be Reviewed with the Employee
<input type="checkbox"/>	<input type="checkbox"/>	<p>These items will be completed by Human Resources. However, you should ensure that the employee has an understanding of and/or has received the following:</p> <ul style="list-style-type: none"> • Safety. Identify college safety officer, explain ergonomic evaluation of work space discuss accident and injury reporting and how to obtain medical assistance on the job if necessary. • Parking. Employee has received instructions on obtaining a parking permit and has been informed of staff parking locations. • Key Policies. Confirm that the employee has been given and understands the following key policies: Smoke Free Workplace, Drug and Alcohol Use, Sexual Harassment • Handbook(s). Employee has informed of the location and/or has been given an employee handbook and department handbooks if applicable. <p><i>The following items <u>may not apply</u> to employees holding an on-call, per diem or temporary status.</i></p> <ul style="list-style-type: none"> • Human Resources. Employee has been scheduled for a meeting with Human Resources to review benefits and leave policies. • New Employee Orientation Meeting. Employee has been scheduled to attend a New Employee Orientation Meeting. • Hiring forms. All hiring forms, tax forms and personal information forms have been completed. • Staff Resource Guide. Employee has received a resource guide. • Identification Card. Employee has received a Bates ID card.
<input type="checkbox"/>	<input type="checkbox"/>	<p>These items should be completed by the employee's supervisor:</p> <ul style="list-style-type: none"> • Comfort and Essentials. Employee has been shown where to hang their coat, put their belongings, location of restrooms and break rooms and/or common areas. • Introductions. Employee has been introduced to key people in their department. • Job Assistance. A person has been designated whom the employee may call for questions, clarifications and future assistance. (This may be the supervisor.) • Work Space & Assignments. Employee's work space has been set up (desk, phone, computer, locker, etc.) and initial assignments/training have been scheduled.

The following items have been designated as secondary priority items and should be covered within the FIRST WEEK of employment:

Done	N/A	Item to be Reviewed with the Employee
<input type="checkbox"/>	<input type="checkbox"/>	<p>These items should be completed by the employee's supervisor:</p> <ul style="list-style-type: none"> • Position Description. Employee has received a copy of their position/job description. • Technology. Employee has received training and access (network, etc.) on computer and/or telephone systems, been added to applicable listservs, introduced to Garnet Gateway and has been informed of where to get technological assistance if needed. • Time Keeping. Explain how the employee will track and report time worked and accrued time taken and pay is issued. Ensure access to web time entry if applicable. • Inclement Weather. Discuss procedures for inclement weather.

The following items have been designated as important items that should be covered within the FIRST MONTH of employment:

Done	N/A	Item to be Reviewed with the Employee
<input type="checkbox"/>	<input type="checkbox"/>	<p>These items will be completed during New Employee Orientation and/or information is available in the Staff Resource Guide. However, you should ensure that the employee has an understanding of and/or has received the following:</p> <ul style="list-style-type: none"> • Dining Services. Employee has received information on dining opportunities, including hours of Commons, Milt's and the Den, the Families Fridays program and how to request a catered event. • College Store. Employee has received information on the college store, including hours, location and departmental charging procedures. • Calendars. Employee has received a college calendar, sports calendar, arts calendar and holiday calendar and has been advised of important college dates. • Sustainability. Recycling, energy saving procedures, van pool opportunities, Zip Car program and Dining Service Mug Programs have been reviewed. <p><i>The following items <u>may</u> not apply to employees holding an on-call, per diem or temporary status.</i></p> <ul style="list-style-type: none"> • Bates College Staff Association. Employee has received information on the BCSA. • Wellness Program. Employee has received information about the B Well program, personal training assistance available and information on the fitness facilities at the college. • Event Scheduling. Employee has received information on the scheduling calendar accessed via the website (R-25) and basic information on scheduling events. • Work Orders. Employee has received information on how work orders are placed. • Performance Development Program. Employee has received information on the performance development program, including specific information for his/her job family and department.

Employee Acknowledgement:

I have reviewed the above list and by signing below acknowledge that my supervisor or other individual has reviewed these items with me.

Signature

Date