**New Employee Checklist**

**Name:**

**Department:**

**Supervisor:**

**Name of Orientation Coordinator:**

**Suggested Orientation Completion Date:**

This checklist is a guide for all new employees in the College of Agriculture and Natural Resources. It is designed to generate conversation and be used as a development tool between new employees and their supervisor. Listed are suggested orientation activities, names of participants responsible for conducting the activities. The suggested completion date is 1-2 weeks from start date.

**Part 1 Organization/Nature of Department**

Review and Discuss Person Responsible

* Introduce new employee to staff
* Department philosophies
* Department goals
* Nature of the office
* Department
* Managerial Styles
* Profile of customers/clients

**Part 2 Policies and Procedures**

Review and Discuss Person Responsible

* Work Hours
* How to request/record time away from the office
* Arrange back-up coverage
* Department Key(s) (building access and keys)
* Parking ( where to park)
* Direct Deposit
* Fixed term appointment (if applicable)
* Continuing employment policy (if applicable)
* Faculty/Promotion and Tenure (workshops)
* AP End Date (if applicable)
* Ordering Purchasing Card (if applicable)
* Setting up EBS, purchasing system and other business systems
* Other benefits (MSU Staff Benefits) – attend orientation
* Other policies:

Part 3 Office Procedures, Equipment and Supplies

Explain/show procedures for: Person Responsible:

* Supplies location and policy
* Phone/fax policy
* Copy/print policy
* Use of office equipment
* Suggested office attire
* Recycling
* Expense reports, travel authorizations, account numbers
* Equipment Repairs
* Other:

Part 4 Safety and Health Requirements

Explain/demonstrate/ complete: Person Responsible:

* Office health & safety: Who to report concerns to
* Michigan Right to Know Act
* Drug-Free Workplace Act
* Employee Emergency
* Identify if individual’s position is essential during an emergency (revise plan accordingly)
* Fire Extinguisher; Fire & Tornado Drills
* Emergency Evacuation Plan and Communication plan
* Disability rights and procedures
* MSDS forms
* Where University Wide notifications are posted (where is bulletin board or website)
* Injured on the job
* Other:

Part 5 Specific Job requirements and Expectations

Review and Discuss: Person Responsible:

* Schedule Goal Setting and Performance Planning within in 30 days of hire (submit plans to [SolutionCenter@hr.msu.edu](mailto:SolutionCenter@hr.msu.edu))
* Explain Performance Evaluation Process and applicable dates
* Job functions/ description
* Job responsibilities
* Code of teaching responsibilities (if applicable)
* Work objectives and measurements
* Job performance expectations
* How job fits in with others and the organization
* Teamwork/collaboration/mutual support/back-up

Part 6 General Performance Expectations

Review and Discuss: Person responsible:

* Expected level of quality
* Expected levels of productivity
* Expected work habits and ethics
* Expected work-relationships with colleagues
* Equitable treatment
* Professional development opportunities i.e. MSU Human Resources Development, MSU Libraries, Computing and Technology Training.
* Career advancement opportunities
* Other:

Part 7 Behavior Expectations

Review and Discuss: Person responsible:

* Organizational norms

Part 8 Orientation Follow-up

* Answer questions, discuss orientation experience and assess additional training needs.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_