Carleton College
New Employee Orientation Program

Orientation Checklist for Supervisor

Form 1 – Tasks to be communicated, and completed, before the first day of employment

Supervisor Name: __________________________

ORIENTATION INFORMATION FOR: (Insert New Hire Name)

Orientation begins before the new staff member's first day of work. As a hiring supervisor, you can use the time between acceptance of the employment offer and the start date to maintain contact with new staff. This will create a positive impression and reinforce the decision made to accept the employment offer. A checklist below will assist you in this process.

Working at Carleton, we have the opportunity to be part of one of the nation's top liberal arts colleges. This should instill a sense of pride in all of us - which we need to pass on to our new staff. Each member of the staff is a specialist who contributes something unique toward the growth and prosperity of the College. Acknowledgment of the value they bring and their role at the College will make them feel at ease. It will also assist them in becoming accustomed to Carleton's culture and tradition.

Upon verbal acceptance of the employment offer, notify Human Resources to request an appointment letter be generated. Contents will include:

- Reporting time, date, and place
- Whom to report to on the first day
- Position title, effective date, and salary
- Need to provide identity for work eligibility (i.e. – driver’s license, U.S. Passport, social security card, birth certificate)
- Benefit Eligibility
- Position status (full-time, part-time, exempt, bi-weekly, hours per week, academic year only, etc.)
- H. R. will provide supervisor with copy of offer letter.

You can now begin the initial steps of the orientation process. The following is a checklist of items to be completed at this time.

______ Notify your department staff of new hire
______ Remain in contact with new staff until start date
   • Call to welcome new staff member
______ Identify someone within the department who will go to lunch with new staff member on the first day - costs to be covered by your department
______ Determine, and prepare, work area for new staff member
______ Notify ITS (Information Technology Services)
   • Request computer access and passwords
______ Draft announcement for Currently @ Carleton if appropriate
______ If necessary have new keys made and obtain phone for workstation
   • Keys - complete facilities work request form (college web page, facilities website)
   • Phones - contact Telecom at ext. 5422
______ Order Business Cards/Letterhead/Personalized Scratch Pads if applicable

Supervisor's initials ________ New Staff initials ________ Date completed ________

After completion of this form, please retain the original for your files, and forward a copy to HR.
ORIENTATION INFORMATION FOR: ____ (Insert New Hire Name)

Ensuring that new staff members feel welcome on their first day should be of top priority. You need to establish a comfortable environment to put them at ease and create a positive impression of the department and College. It is important not to overload new staff members with too much information on their first day. The orientation information below includes items that may be completed during the first day of employment to assist new staff in becoming familiar with their surroundings and procedures.

______ Welcome new staff member and discuss an overview of the first day
______ Familiarize new staff member with their designated work space
______ Issue keys/key codes
______ Tour work area and introduce co-workers
  • Point out restrooms, break areas, refreshments, coffee, etc.
  • Point out supplies area (including overview on requisition of supplies), copy machines, fax
______ Inform new staff member of scheduled first meeting with Human Resources
  • Provide calendar of important dates - list regularly scheduled meetings the new staff member will need to attend.
______ Review policies regarding email, internet, and telephone usage
  • Provide telephone number and extension ______________
  • Go over any special dialing instructions system may have (telephone instruction booklet provided during initial meeting with H.R.)
  • Assist in setting up e-mail if needed
  • Discuss personal phone calls, visitors and email use
______ Provide information surrounding office policies and procedures including:
  • Work schedule/department hours - how and who to notify if out sick
  • Security/Safety Issues
  • Office/department culture/procedures
  • Appropriate Dress
  • Regular and campus mail including how to address
______ Assign task(s) which can be completed the first day – time should specifically be set aside to complete these items - examples are:
  • Set up voice mail/set up e-mail - inform of administrative computing coordinator phone number
  • Review existing or new project lists
  • Review files created by previous staff member - both paper and computer files
______ Set up appointment with the Payroll department to review timekeeping/payroll procedures (non-exempt staff only)
______ Meet at the end of the day to answer questions and see how the day went

Supervisor's initials _______  New Staff initials _______  Date completed _______

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Form 3 – Tasks to be communicated, and completed, on the first week and first month of employment

ORIENTATION INFORMATION FOR:  (Insert New Hire Name)

FIRST WEEK OF EMPLOYMENT –

_____ Set up time to review job description/discuss duties
_____ Discuss goals and objectives of the position
_____ Obtain College ID from Campus Activities (Sayles Hill 5). (Before an ID can be obtained, the employee’s appointment needs to have been entered into Colleague by HR for at least 24 hours. Typically, this process should be completed by the fifth day of employment)
_____ Review performance appraisal system
_____ (For Bi-Weekly Employee): Schedule an appointment with the Payroll Department for time sheet training
_____ Schedule required Staff Development Courses (MERTKA & Sexual Harassment)
_____ Notify about invitation to New Employee Orientation Presentation
_____ Determine any additional staff development courses needed and schedule - ITS website listings - www.carleton.edu/campus/ITS/training
_____ Set up one-to-one meetings with co-workers & appropriate departments

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Maintenance and Events Planning Overview

- Facilities Work Form - may be obtained by calling ext. 4133 or completed on-line
- Requesting Catering - may be obtained by calling ext. 5430
- Meeting Room Reservations – may be obtained by calling ext. 7185, or completed on-line.

_____ Meet at the end of each day during the first week to answer questions and see how the day went

DURING THE FIRST MONTH

_____ Continue to monitor to ensure necessary training for the position is being received
_____ Schedule regular meetings to review performance achievements and expectations

Supervisor's initials ________ New Staff initials ________ Date completed ________

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