BYU
HAWAII

New Hire Checklist

EMPLOYEE INFORMATION

Name: _____   Start date: _____

Position: _____   Manager: _____

FIRST DAY

☐ Provide employee with Employee Handbook.
☐ Conduct a general Department orientation.

POLICIES

☐ Review key policies and department expectations.

- Work Hours
- Absences, procedure for vacation and sick leave
- Holidays
- Performance reviews
- Dress code/work clothes

- Personal conduct standards
- Progressive disciplinary actions
- Confidentiality
- Safety
- Emergency procedures
- Visitors
- E-mail, phone and Internet use

ADMINISTRATIVE PROCEDURES

☐ Review general administrative procedures.

- Office/desk/work station
- Mail (incoming and outgoing)
- Telephones

- Building access
- Conference rooms
- Office supplies
- Break room

GENERAL ORIENTATION

☐ Give introductions to department staff and key personnel during tour.

☐ Tour of facility, including:

- Restrooms
- Mail rooms
- office equipment

- Bulletin board
- Parking
- Printers
- Office supplies

- Kitchen/break area
- Emergency exits and supplies

POSITION INFORMATION

☐ Introductions to team.
☐ Review initial job assignments and training plans.
☐ Review job description and performance expectations and standards.
☐ Review job schedule and hours.
☐ Review expectations for time clocking (in and out in real time), submitting time and department policies and procedures.

- Schedule monthly one on one sessions to ensure progress and student learning outcomes are met.
- Explain Department performance review process.
- Explain department corrective action process (HR Incident Report).

COMPUTERS

☐ Hardware and software reviews, including:

- Email
- Intranet

- Microsoft Office
- Data on shared drives such as BOX

- Databases
- Internet