Department Orientation Checklist

Prior to the Employee's First Day

- ☐ Provide a welcome letter or email to the employee confirming the start date, time, location, and parking.
- ☐ Inform staff and appropriate individuals of the new employee's arrival.
- ☐ Order business cards and name plate, if appropriate.
- ☐ Order applicable keys through Facilities Services.
- ☐ Prepare employee's workstation with computer and phone. Stock with basic supplies.
- ☐ Develop a training plan for the employee. If another employee will be doing the training, discuss the plan with the training employee in advance of the new employee's arrival.
- ☐ Set aside time on your calendar to meet with the employee on their first day, both at the beginning of the day and at the end of the day to debrief.
- ☐ Note New Employee Orientation, performance checkpoints, and introductory period end date (if applicable) on your calendar.
- ☐ Identify a Peer Mentor for the employee. A Peer Mentor is someone who is a resource for questions and to provide support and encouragement to the new employee.

Employee's First Day

- ☐ Be there to welcome the new employee. If you must be away, appoint someone to act on your behalf.
- ☐ Ensure employee has completed their I-9 form at the Human Resources Office before starting the day.
- ☐ Show the employee their work station.
  - o If possible, have a card signed by co-workers welcoming the employee, a plant, LC t-shirt or some other personal touch to welcome the employee at their workstation.
  - o Provide a secure place to store their belongings.
  - o Provide desk/door keys, business cards, etc.
  - o Demonstrate how to use the phone.
  - o Review shared drive access, IT's web page and help desk number, appropriate software programs (e.g., Workday, Moodle, Web Advisor, Colleague).
- ☐ Provide the employee with a departmental overview.
  - o Conduct a tour of the department including bulletin boards, mail, meeting rooms, copy/fax, break room, recycling bins, restrooms, smoking areas, emergency exits, fire extinguishers, first aid, and any other locations.
  - o Explain who does what, how their work impacts Lewis & Clark, and how the employee's role fits into the department and college.
  - o Review the employee's job description with them and ask if they have any initial questions.
  - o Explain guidelines for appropriate attire and "casual" day, if applicable.
  - o Provide employee with copies or direct them to where they can find the materials on-line of any department manuals, procedures and/or work samples.
  - o Provide information about staff meetings. If there is a calendar invite, make sure to add new employee.
- ☐ Discuss time reporting and show how to complete enter time and request time off in Workday. Review instructions.
  - o Explain work hours, lunch, and break times.
  - o Explain department procedure of how to report an unplanned absence.
  - o Review paid holidays, the academic calendar, and inclement weather or school closure procedures.
- ☐ Discuss the training schedule, upcoming meetings and what their first few weeks will look like.
- ☐ Take the employee to lunch and invite co-workers.

Employee's First Week

- ☐ Meet with the employee daily to check in, monitor progress, and answer questions.
- ☐ Assign them a relevant task to accomplish in their first week.
- ☐ Explain the Introductory period (if applicable), review the job performance expectations and begin setting goals to accomplish with in their first 90 days.
- ☐ Talk about your management/leadership style.
- ☐ Introduce the employee to appropriate college staff and faculty.
- ☐ Review where to find staff resources on the Lewis & Clark website (e.g., The Source, directory).
- ☐ Explain how to order office supplies and equipment.
- ☐ Discuss expectations about maintaining computer and department security.
- ☐ Discuss expectations about customer service (e.g., phone etiquette, turnaround time on phone calls/emails).
- ☐ Add employee to department materials (e.g., department website, list serves, key meetings).
- ☐ Ensure employee has plenty of time to complete required training and review of policies. See below for list of required training.

During Employee's First Month

- ☐ Make sure employee attends their scheduled New Employee Orientation (NEO).
- ☐ Meet regularly with the employee to check in, monitor progress and answer questions.
- ☐ Remind the employee of the additional benefits of working at Lewis & Clark (e.g., free access to library, gym, and IT classes).
- ☐ Encourage the employee to attend campus events.
- ☐ Create an employee bio and submit to appropriate websites and The Source as a way to introduce the employee to the Community.

Required Training Within First 90 days

- ☐ **Intersections: Anti-Harassment & Title IX**- a link for the training will be sent via email
- ☐ **Diversity: Inclusion in the Modern Workplace** - a link for the training will be sent via email
- ☐ **FERPA**
- ☐ **Responsible Use of Technology Resources Policy**
- ☐ **Data Custodianship and Access Policy**
- ☐ **Emergency Preparedness** – review department/building procedures, identify the Evacuation Assembly Area (EAA), and show the emergency evacuation route.
- ☐ **Safety, Bloodborne Pathogen, and Personal Protective Equipment** training, if appropriate. Contact Risk Management at ext. 7872 for more information.

Please add any additional department specific items to this checklist. If you have suggestions for improving the Department Checklist please contact Kris Codron, Associate Director of Human Resources, at kcodron@lclark.edu.