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Introduction

Indiana University-Purdue University Fort Wayne (IPFW) is northeast Indiana’s premier educational institution with strong commitment to providing educational excellence to our students and our community. Our faculty and staff are our most valuable resource. Those who are responsible for making the hiring decision and bringing new staff to IPFW are entrusted with the goal to attract, select and retain the best possible candidate for a position.

This is your guide to assist you when the time comes to onboard your new employee to the IPFW campus, your department and the new employee’s position. Adjusting to a new job and environment takes time. At IPFW we have divided this process into five phases; Preparing for the First Day, the First Day, the First Week, the First Month, and Future Actions.

Do you remember your first days as a new employee? It was probably an exciting, yet hectic time; perhaps overwhelming. Everything is new, the people, systems, language, culture, etc. It is everyone’s responsibility to help your new employee successfully assimilate into our culture and become a productive member of the University and the department. The more you can do upfront to prepare for your new employee, the more successful you and your new employee will be. When the time comes to onboard a new employee, keep this guide at hand for easy reference, it is designed to make the job of onboarding a new employee easier. It may require you to learn and adjust to the process, but the benefits to you and your department, will be great.

In this process, you may feel you have an increased level of responsibility but you will also have an increased level of support.

**HUMAN RESOURCES**
2101 E. Coliseum Blvd
Kettler Hall, Room G56
Fort Wayne, IN. 46805-1499
Phone: (260) 481-6840
TTD/TTY: (260) 481-6082
[www.hr.ipfw.edu](http://www.hr.ipfw.edu)
Even if you are not expecting to hire a new employee soon, you should begin to make preparations. Anything you do in advance helps make the process smoother when the time comes so your new employee can become productive sooner.

I. Read the New Employee Guide, which the new employee should receive before starting. A copy can be found online on the Human Resources website at www.hr.ipfw.edu under Employment

II. Create a “New Employee” folder and begin to accumulate information that would be useful for the new employee to know about the department, specific job, campus, etc.

III. Meet with your department/staff to determine the following:
   A. Choose the department Ambassador(s) (An Ambassador will assist with the training of the new employee)
      1. The Ambassador chosen will help orient the new employee and be a “go to” person when the Supervisor is unavailable
      2. Below are a few tips in selecting the department Ambassador:
         a. Choose someone knowledgeable, eager and patient
         b. As the Supervisor it is best to delegate, not completely disassociate yourself from the process
         c. Decide how to “split up” tasks between the Supervisor and the Ambassador
         d. Include this new role into the Ambassador’s performance evaluation, if applicable
   B. Create a department organizational chart (who does what in the department and maybe add brief professional bios on the people in the department)
   C. Make a list of tools the department uses (computer applications/systems, templates, forms, on-line subscription, intranet pages, etc.)
   D. Formally document the department procedures (break time, requesting time off, absent/tardy reporting procedures, ordering supplies, completing personal timecard, payroll schedule for turning in timecard, etc.)
   E. List potential questions a new employee may ask about the department, job, campus, etc. and create an answer list.

IV. Create a list of “Job & Department-Specific Learning Activities
   A. There are three broad categories of information a new employee needs:
      1. General information about the University
      2. Department-specific information
      3. Job-specific information
   B. General information may be the area(s) the Ambassador would cover
C. Department-specific and Job-specific should be covered by the Supervisor
   1. Arrange the opportunity to “Shadow” a colleague in a similar position
   2. Introduce the new employee to colleagues in other departments with whom the new employee will work closely
   3. Manuals and other documented instructions and procedures
   4. Coaching sessions conducted by Supervisor
   5. Formal training, either classroom or online
   6. Gather all historical information from predecessor (if possible), such as best practices, files, records, and metrics, to pass along to the new employee
      See example of Job & Department-Specific Learning Activities worksheet in the Appendix A section on page 15 of this guide.

V. Create a plan to train the new employee on their job. See information on Job Training Technique/Tools Sheet and example of Job Analysis Chart in the Appendix A section on pages 15 – 18 of this guide.
Now that you are expecting a new employee, planning for his or her arrival is critical. A new employee looks for immediate confirmation that joining IPFW was the right decision.

I. The employee affiliation is established when an individual is entered into Purdue’s Human Resources system. To do this, appropriate paperwork must be completed by the supervisor, business manager, and/or authorized personnel and turned into IPFW’s Human Resources department

A. Make arrangements with Human Resources
   1. Confirm that the written offer letter has been signed by the new employee; send original to Human Resources and keep copy for new employee’s department file
   2. Confirm that Personnel Action form (PA form) has been completed, signed by all appropriate individual’s and sent to HR
   3. Schedule a time for the new employee to meet with Karen Forbess, in HR (481-6096), the following will be completed during this meeting:
      a. Confirm required paperwork is completed and received
      b. Confirm required identification is received and documented for I-9 Form
      c. Provide Fostering Respect, Creating Community handbook, ESS information, Human Resources Directory, copy of new employee’s Position Description, etc.

II. Contact Teresa Goodwin in HR (481-6840) to confirm the next New Employee Orientation (NEO) date and confirm new employee’s attendance

III. Review the position description and refresh yourself on required skills of the position and the strengths of the new employee

IV. Brush up on policies and benefits; they may have changed since you last hired someone

V. Create a list of job, department, & campus specific learning activities to be completed with new employee

VI. Prepare to provide the new employee a tour of the department and campus, introducing colleagues as available during the tour

VII. Review manuals and brochures

VIII. Review information available on OnePurdue, MyIPFW, etc.

IX. Prepare to assist new employee in signing up for any classroom or online training
Onboarding Process – Supervisor Preparing for New Employee’s 1st Day Continued

X. Prepare to train new employee on Emergency Preparedness, Alert Phone Number, etc.

XI. New employee logistics checklist
   A. Complete and send Request for Key form prior to employee starting to have keys available on first day of employment
   B. Contact Telecommunications Services to arrange phone extension, voicemail account, etc.
   C. Complete ITS Employee Account Creation Form on website at http://ipfw.edu/offices/its/forms/new-employee-account-form.html. Request account to be available by new employee’s employment/start date. HR will provide new employee log-in information and ITS contact information to obtain password for OnePurdue Employee Self-Service
   1. Because the business need for a computer account may exist before paperwork is entered into Purdue’s official HR system, an early application process exists:
      a. The employee’s supervisor, business manager, or other authorized individual may request an account by filling out the IT Services Employee Account Creation Form as soon as the business need for an account exists
      b. The account requestor becomes the sponsor of the account until the employee is entered into the HR system, at which point, the employee affiliation is officially established
      c. If the individual is not entered into the HR system within 30 days after the originally intended start date, the sponsored affiliation is lost and the account will be processed according to the Account Removal Process
      d. ITS will distribute the account username and password to the individual for the IPFW computer account, MyIPFW account, and Groupwise account
   D. Create a department folder on the employee where you can keep specific information to give them as well as information about them

Important Note: Every employee and situation is different. The information covered – as well as the timeline – is important, but you as the supervisor have the final decision on whether to cover everything exactly as prescribed.
E. Prepare work area:
   1. Order name plate for door and desk plate, if applicable
   2. Order copy machine card, if applicable
   3. Clean work area (remove old folder/documents; physically clean the area)
   4. Ensure PC/Printer/Telephone resources are available and active
   5. Equip office/desk/work area with office supplies (paper, pens, pencils, whiteout, scissors, post-it notes, envelopes, printer paper, stapler, etc.)
   6. If applicable, order business cards and stationary to be available by employment date or shortly after employment date
   7. If applicable, order uniforms, shoes, personal safety equipment, etc. to be available by employment date or shortly after employment date

F. Leave a nice welcoming card in work area for new employee from department and/or Chancellor. May also want to consider a nice welcoming gift (IPFW t-shirt, mug, umbrella, etc.) (Not paid by the University)

G. Send e-mail to your department (or discuss in a staff meeting) informing them of the new employee; provide background on the person’s skills and experience as well as start date and agenda

H. Call and welcome new employee. Convey how excited you are to have them begin employment
   1. Confirm start date and time
   2. Confirm location and individual initially meeting with them on the first day
   3. Confirm with new employee that they know where to park, location of building and office or meeting place
   4. Confirm how lunch time is handled. Suggestion: organize a department carry in lunch or offer to go out for lunch (Not paid by the University)
   5. Explain tentative schedule for first day, such as appointment with Karen Forbess in HR, tour of campus and department (dress appropriately) lunch arrangements, etc.

I. Mail or E-Mail the New Employee Guide to the new employee; this will provide information to the new employee on what to expect for their first day, first week, etc.
Now that you are expecting a new employee, planning for his or her first day also includes steps completed in Human Resources.

I. HR will mail a welcome letter to the new employee. See example of welcome letter in the Appendix A section on page 19 of this guide

II. HR will confirm start date in the welcome letter

III. HR will provide paperwork that the new employee will need to complete and return to HR prior to start date or on first day of employment (*Clerical/Service and Admin/Prof positions ONLY-Does not include Faculty or LTL’s and does not include Temporaries unless recruited through HR*)
   A. Federal Tax form (W-4)
   B. Indiana Tax Form (WH-4)
   C. Employee Information Form (Form 13)
   D. HR AAO-Self Identification Compliance Form
   E. Direct Deposit Application (A voided check or account verification from bank is required)
   F. Background Check Form
   G. Employment Eligibility Documents – The Immigration Reform and Control Act (IRCA) requires employers to verify an employee’s right to work in the United States. Prior to the first day of work, the new employee must first complete Section 1 of the U.S. Citizenship and Immigration Services’ Form I-9, Employment Eligibility Verification. To access the electronic form, visit the IPFW Human Resources site at www.ipfw.edu/hr. Click the link titled, “Electronic I-9 for new hires/rehires,” login and complete Section 1 of the Form I-9. A list of acceptable documents will be provided. The required documents must be presented at Human Resources on the first day of employment.

IV. HR will provide a Parking and Emergency Information Brochure, Campus Map, and a Free One-Day “A” Lot Parking Tag to be used on new employee’s first day of employment

V. HR will confirm that a Benefit Administrator will contact the new employee to schedule an appointment after they begin employment. Benefit websites are provided on the welcome letter so that the new employee can review available benefits
Onboarding Process – Supervisor Conducting 1st Day with New Employee

It is the new employee’s first day and being prepared for the first day is critical. A new employee looks for immediate confirmation that joining IPFW was the right decision.

I. Upon arrival, the Supervisor should greet the new employee by addressing him/her by their first name and introduce the new employee to the designated Ambassador, if applicable

II. The Ambassador or Supervisor may do the following:
   A. Show the new employee work area; store personal items securely/safely
   B. Provide keys to new employee for work area, desk, filing cabinets, etc.
   C. Provide copy machine card
   D. Tour department
      1. Restrooms
      2. Break Rooms
      3. Copy Machine, Fax Machine and any other appropriate equipment
      4. Supplies Area
      5. Fire Extinguishers/Alarms
      6. Exits (Stairs/Elevators); cover Fire and Tornado evacuation procedures
      7. Recycle Bins, Shredding Bins, etc.
      8. Introduce to co-workers, etc.
   E. Escort new employee over to HR to keep appointment with Karen Forbess
   F. Tour campus
   G. Tour Walb Student Union and assist new employee in obtaining Employee Badge and Office Keys
   H. Escort new employee to Support Service Bldg to acquire “A” parking tag if desired

III. Take new employee to lunch or department could provide a carry-in lunch to celebrate the arrival of the new employee (Not paid by the University)

IV. Give the new employee time to check out work area, collect thoughts, check on supplies (Do they need other items?), etc.

V. The Ambassador or Supervisor could verify with the new employee that they can get into their computer, various computer systems, e-mail, have all needed department drives on computer, etc. (Contact IT if there are any problems or some systems unavailable or not loaded on computer for the new employee)
VI. Review the following with new employee:
   A. Purpose and goals of the department
   B. Work Hours
   C. Dress Code
   D. Timecard Procedures/Overtime Regulations/Payroll deadlines (if applicable)
   E. Absent/Tardy Notification Procedures
   F. Request for Time Off Procedures
   G. Reporting accidents on the job; safety issues
   H. If applicable, cover appropriate “Right to Know” information (Hazardous Materials, Material Safety Data Sheets (MSDS), etc.)
   I. Performance evaluation process
   J. Probationary period
   K. Unfavorable work conditions (severe weather, bomb threats, building problems, etc.)
   L. Who to contact with respect to specific questions; i.e., Supervisor, Payroll, Benefits, Human Resources, etc.

VII. End the day by asking the new employee if they have any questions, feel comfortable with everything so far, confirm they know when and where to report the next day, etc.
Onboarding Process – Supervisor Conducting 1st Week with New Employee

It is the new employee’s first week, being prepared for the first week will help to ensure that the new employee is being provided the necessary information and tools to be successful in their position.

I. The Supervisor may greet the new employee at the beginning of each shift
II. The Supervisor or Ambassador may complete the following with the new employee:
   A. Provide the new employee a copy of the Campus Telephone Directory
   B. Demonstrate how to operate the office phone
   C. Provide the new employee with the department phone numbers and their direct phone number, if applicable
   D. Provide new employee with Police Department phone numbers, explain the Alert Phone Number system, and any other appropriate phone numbers
   E. Explain phone usage expectations, assist with set up of voicemail and suggested voicemail greetings, etc.
   F. Explain IPFW acronyms (refer to Campus Telephone Directory)
   G. Explain the campus mail system/procedures
   H. Explain the campus bus and city discounted tickets, the areas the bus covers, and what is available in the general campus area (shopping/food/gas stations, etc.)
   I. If applicable, explain storing documents/files, reserving conference rooms, travel & expense reports
   J. Discuss the Organizational Chart (department and university)
   K. Confirm New Employee Orientation (NEO) date and time
   L. Provide additional department/university written material for new employee to review

III. If the new employee seems ready, provide them a job related project to work on and complete with the assistance of the Supervisor or Ambassador

IV. At the end of the week the Supervisor should meet to follow-up with the new employee. Does the new employee have any questions or concerns, encourage them to ask questions at any time
Onboarding Process – Supervisor Conducting 2nd Week - 1st Month with New Employee

The new employee is entering into their 1st full month of employment. It is very important to build a good foundation for the new employee to work from; this will assist the new employee to be successful in their position.

I. The Supervisor should use Job Training Techniques/Tools to help train new employee on job
   See information on Job Training Technique/Tools Sheet and example of Job Analysis Chart in the Appendix A section on pages 15 – 18 of this guide.

II. The Supervisor should review the following with the new employee:
   A. Performance review process
   B. Follow-up with new employee on the department/university written material that were provided to them in the 1st week of employment and see if they have any questions
   C. Does the new employee need additional office supplies or equipment to function in the job; review supply ordering process again or visit supply area again
   D. Review computer systems/programs, GroupWise, OnePurdue, MyIPFW, IPFW website and any other appropriate computer programs/systems. Explain resources or activities available (campus activities, wellness programs, fitness center, policies/procedures, locating faculty/staff, etc.)

III. Continue to check in with new employee on a weekly basis; review any questions/concerns that may have arisen. Encourage new employee to ask questions at any time. Ask new employee if he/she feels more training is needed in any area
On Boarding Guide – Future Actions

The new employee is settling into their position and has received a good foundation to build from and become successful. However, supporting, educating, training, and encouraging continued growth is an on-going process that should be a natural part of any position at IPFW and should be something the Supervisor promotes on a continuous basis.

I. Confirm with new employee that they attended New Employee Orientation (NEO)
II. If applicable, confirm meeting conducted with Benefit Administrator regarding Benefits
III. Review progress/performance
IV. Review training up to this point
   A. Is he/she comfortable with the amount of training
   B. Was the training presented properly
   C. Does he/she have suggestions for improving training
   D. Does he/she feel they need additional training, if yes, what areas
V. Set goals for the year
VI. Continue to check in with new employee on a weekly basis; review any questions/concerns that may have arisen. Encourage questions at any time.

_Important Note:_ Every employee and situation is different. The information covered – as well as the timeline – is important, but you as the supervisor have the final decision on whether to cover everything exactly as prescribed.
Create a list of activities a new employee should complete to learn about the department and job.

**Job & Department-Specific Learning Activities**

<table>
<thead>
<tr>
<th>When</th>
<th>Activity</th>
<th>Who</th>
<th>Materials</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day One</td>
<td>Review Position Description</td>
<td>Supervisor</td>
<td>Position Description</td>
<td></td>
</tr>
<tr>
<td>Day One</td>
<td>Department Tour</td>
<td>Supervisor and/or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ambassador</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week One</td>
<td>Review manuals and other documented procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week One</td>
<td>New Employee Orientation (NEO) provided by HR</td>
<td>Supervisor</td>
<td></td>
<td>Confirm scheduled date and attendance</td>
</tr>
<tr>
<td>Month One</td>
<td>OnePurdue Classroom training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month One</td>
<td>Training with your supervisor and/or others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month One</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month One</td>
<td>Other training, either classroom or online</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Future Actions</td>
<td>Additional Training</td>
<td>Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Future Actions</td>
<td>Set goals for the year</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job Training Technique/Tools Sheet

How to Do On-the-Job Training

First, there must be self-preparation. Supervisors must be sure they are familiar with all of the information they are preparing to teach. They should study the material from the company manuals or specifications. They must study the techniques they will use in overcoming any barriers in communications. Finally, they need to review the material they have put together in preparing the session they are going to instruct.

Then there must be the preparing of the employee to be taught. The supervisor should put the employee at ease, using several ideas and approaches. The supervisor will open with a pleasant greeting, and then assure the employee that the learning will be accomplished.

Finally, there is the necessity of creating interest and showing the employee how he or she stands to gain from the teaching-learning experience.

The instructor/supervisor should be sure to stand or sit where the employee will be standing or sitting when the actual work operation is going on, with the employee facing the same way and located very close by. Remember; never face the person you are training. Always do the training from the same angle the employee will be working.

When the actual training starts, these procedures should be followed:

1. Demonstrate the process (the instructor/supervisor shows and tells)
2. Have the employee tell you (employee tells, you do)
3. Have the employee do it (employee tells, then does)

In its fullest form, the training will look like this:

Step 1. You tell what you are going to do and how you are going to do it, then why you did it, demonstrating each time

Step 2. The employee tells you what, how, and why, and you do what the employee says, provided it is the right procedure

Step 3. The employee tells you what, how, and why, and then does it, provided the employee has given you the right information

Job Training Technique/Tools Sheet

How to Do On-the-Job Training

Continued

One final consideration: Does it matter whether this is a new employee on an old job, or an old (experienced) employee on a new job? Note that the steps take into consideration only the procedures, and will work in any of the cases mentioned. The preparation and size of the steps may differ considerably from one situation to the next, but the actual techniques used in the training will not change. If the preparation has been done well, and the instructor follows the steps carefully, then learning will take place. That’s what we were trying to accomplish all the time.

## Job Analysis Chart

<table>
<thead>
<tr>
<th>Job Activity (What)</th>
<th>Procedure (How)</th>
<th>Reason (Why)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating copy machine</td>
<td>Start by inserting copy card</td>
<td>Copy card identifies where copy cost will be allocated</td>
</tr>
<tr>
<td></td>
<td>Place item to be copied on copy machine</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Press start button to begin copying</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Retrieve copy card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Retrieve copies and original</td>
<td></td>
</tr>
</tbody>
</table>
New Hire Letter

Dear xxxx:

Welcome to Indiana University-Purdue University Fort Wayne! Congratulations on your new position at IPFW. Your employment with the university begins on Xxxx, 2013.

Enclosed are the forms that need to be completed and returned on your first date of employment.

- Federal Tax Form (W-4) and Indiana Tax Form (WH-4)
- Employee Information Form (Form 13)
- HR AAO Self-Identification Compliance Form
- Direct Deposit Application (attach a “voided check” or account verification from bank)
- Background Check Form (Employment is contingent on a satisfactory background records check.)

Employment Eligibility Documents – The Immigration Reform and Control Act (IRCA) requires employers to verify an employee’s right to work in the United States. Prior to your first day of work, you must first complete Section 1 of the U.S. Citizenship and Immigration Services’ Form I-9, Employment Eligibility Verification. To access the electronic form, visit the IPFW Human Resources site at www.ipfw.edu/hr. Click the link titled, “Electronic I-9 for new hires/rehires,” login and complete Section 1 of the Form I-9. You will then be provided a list of acceptable documents. The required documents must be presented at Human Resources on your first day of employment.

Please return the completed paper forms to me in Human Resources, Kettler Hall, in the envelope provided.

The Parking and Emergency Information brochure is enclosed; this brochure will provide a campus map, information on “Open” parking, information on how to obtain an “A” parking permit, parking/traffic regulations, etc. Also enclosed is a one (1) day free parking tag for you to use on your first day of employment so that you may park in the designated “A” parking lots on campus.

The Purdue University Faculty and Staff Handbook, a convenient guide to useful information about the University and its policies, is available at the following link: http://www.purdue.edu/faculty_staff_handbook/

After you have begun employment a Benefits Administrator will contact you to schedule your Benefits Orientation. Detailed benefits information is available at the following website: http://www.purdue.edu/hr/Benefits/newEmployees.html

If you have any questions you may contact Human Resources at (260) 481-6840.

Sincerely,

Karen M. Forbess/Information and Classification Assistant in Human Resources/forbess@ipfw.edu
Checklist – Supervisor Getting Started

- Read the New Employee Guide

- Create a “New Employee” folder

- Meet with your department/staff to determine the following:
  - Choose the department Ambassador(s), if desired
  - Create a department organizational chart
  - Make a list of tools the department uses
  - Formally document the department procedures
  - List potential questions a new employee may ask about the department, job, campus, etc. and create an answer list

- Create a list of “Job & Department-Specific Learning Activities. There are three broad categories of information a new employee needs:
  - General information about the University
  - Department-specific information
  - Job-specific information

- Create a plan to train the new employee on their job.
Checklist – Supervisor Preparing for New Employee’s 1st Day

- Confirm that the written offer letter has been signed by the new employee, send original to Human Resources and keep copy for new employee’s department file

- Confirm that Personnel Action form (PA form) has been completed, signed by all appropriate individual’s and sent to HR

- Make arrangements with Human Resources
  - Schedule a time for the new employee to meet with Karen Forbess in HR
  - Contact Teresa Goodwin in HR to confirm the next New Employee Orientation (NEO) date and confirm new employee’s attendance

- Review the position description and refresh on required skills of the position and the strengths of the new employee

- Brush up on policies and benefits; they may have changed since you last hired someone

- Create a list of job, department, & campus specific learning activities to be completed with new employee
  - Prepare to provide the new employee a tour of the department and campus
  - Review manuals and brochures
  - Review information available on OnePurdue, MyIPFW, etc.
  - Assist new employee in signing up for any classroom or online training
  - Train new employee on Emergency Preparedness, Alert Phone Number, etc.

- Complete and send Request for Key form prior to employee starting to have keys available on first day of employment

- Contact Telecommunications Services to arrange phone extension, voicemail account, etc.

- Complete ITS Employee Account Creation Form on website at [http://ipfw.edu/offices/its/forms/new-employee-account-form.html](http://ipfw.edu/offices/its/forms/new-employee-account-form.html), to be available by new employee’s employment/start date
Checklist – Supervisor Preparing for New Employee’s 1st Day
Continued

☐ Create a department folder on the employee

☐ Prepare work area:
  __ Order name plate for door and desk plate
  __ Order copy machine card
  __ Clean work area
  __ Ensure PC/Printer/Telephone resources are available and active
  __ Equip office/desk/work area with office supplies

☐ Order business cards and stationary to be available by employment date or shortly after employment date, if applicable

☐ Order uniforms, shoes, personal safety equipment, etc. to be available by employment date or shortly after employment date, if applicable

☐ Leave a nice welcoming card in work area for new employee from department and/or Chancellor. May also want to consider a nice welcoming gift (IPFW t-shirt, mug, umbrella, etc.) (Not paid by the University)

☐ Send e-mail to your department (or discuss in a staff meeting) informing them of the new employee

☐ Call and welcome new employee

  __ Confirm start date and time
  __ Confirm location and individual initially meeting with on first day
  __ Confirm with new employee that they know where to park, location of building and office or meeting place
  __ Inform new employee of any lunch arrangements
  __ Explain tentative schedule for first day

☐ Mail or E-Mail the New Employee Guide to the new employee; this will provide information to the new employee on what to expect for their first day, first week, etc.
Checklist – Supervisor Conducting 1st Day with New Employee

- Greet the new employee

- The Supervisor or department designee may do the following:
  - Show the new employee work area
  - Provide keys to new employee for work area, desk, filing cabinets, etc.
  - Provide copy machine card
  - Tour department

- Escort new employee over to HR to keep appointment scheduled with Karen Forbess

- Tour campus

- Tour Walb Student Union and assist new employee in obtaining Employee Badge and Office Keys

- Escort new employee to Support Service Bldg to acquire “A” parking tag if desired

- Take new employee to lunch or department could provide a carry-in lunch to celebrate the arrival of the new employee (Not paid by the University)

- Provide the new employee time to check out work area, collect thoughts, check on supplies (Do they need other items?), etc.

- The Supervisor or department designee should verify with the new employee that they can get into their computer, various computer systems, e-mail, have all needed department drives on computer, etc. (Contact IT if there are any problems or some systems unavailable or not loaded on computer for new employee)
Checklist – Supervisor Conducting 1st Day with New Employee Continued

- Review the following with new employee:
  - Purpose and goals of the department
  - Work Hours
  - Dress Code
  - Timecard Procedures/Overtime Regulations/Payroll deadlines (if applicable)
  - Absent/Tardy Notification Procedures
  - Request for Time Off Procedures
  - Reporting accidents on the job; safety issues
  - Cover appropriate “Right to Know” information (Hazardous, Materials, Material Safety Data Sheets (MSDS), etc.), if applicable
  - Performance evaluation process, if applicable
  - Probationary period
  - Unfavorable work conditions (severe weather, building problems, etc.)
  - Who to contact with respect to specific questions; i.e., Supervisor, Payroll, Benefits, Human Resources, etc.

- End the day by asking the new employee if they have any questions, feel comfortable with everything so far, confirm they know when and where to report the next day, etc.
Checklist – Supervisor Conducting 1st Week with New Employee

☐ The Supervisor may greet the new employee at the beginning of each shift.

☐ The Supervisor or department designee may complete the following with the new employee:
  __ Provide the new employee a copy of the Campus Telephone Directory
  __ Demonstrate how to operate the office phone
  __ Provide the new employee with the department phone numbers and their direct phone number, if applicable
  __ Provide new employee with Police Department phone numbers, explain the Alert Phone Number system, and any other appropriate phone numbers
  __ Explain phone usage expectations, assist with set up of voicemail and suggested voicemail greetings, etc.
  __ Explain IPFW acronyms (refer to Campus Telephone Directory)
  __ Explain the campus mail system/procedures
  __ Explain the campus bus and city discounted tickets, the areas the bus covers, and what is available in the general campus area (shopping/food/gas stations, etc.)
  __ Explain storing documents/files, reserving conference rooms, travel & expense reports, if applicable
  __ Discuss the Organizational Chart (department and university)
  __ Confirm New Employee Orientation (NEO) date and time
  __ Provide additional department/university written material

☐ If the new employee seems ready, the Supervisor can provide a job related project.

☐ At the end of the week the Supervisor should meet to follow-up with the new employee.
Checklist – Supervisor Conducting 2nd Week – 1st Month with New Employee

- The Supervisor may use Job Training Techniques/Tools to help train new employee on job. See information on Job Technique/Tools Sheet and example of Job Analysis Chart in the Appendix A section on pages 15 – 17 of this guide.

- The Supervisor may review the following with the new employee:
  - Discuss the performance review process, if applicable
  - Follow-up with new employee on the department/university written material that were provided to them in the 1st week of employment and see if they have any questions
  - Verify if the new employee needs additional office supplies or equipment to function in the job
  - Review computer systems/programs, GroupWise, OnePurdue, MyIPFW, IPFW website and any other appropriate computer programs/systems.
  - Explain resources or activities available (campus activities, wellness programs, fitness center, policies/procedures, locating faculty/staff, etc.)

- Continue to check in with new employee on a weekly basis; review any questions/concerns that may have arisen

- Encourage new employee to ask questions at any time

- Ask new employee if he/she feels more training is needed in any area
Checklist – Future Actions

- Confirm with new employee that they attended New Employee Orientation (NEO)

- Confirm meeting conducted with Benefit Administrator regarding benefits, if applicable

- Review progress/performance

- Review training up to this point
  - Is he/she comfortable with the amount of training
  - Was the training presented properly
  - Does he/she have suggestions for improving training
  - Does he/she feel they need additional training, if yes, what areas

- Set goals for the year

- Continue to check in with new employee on a weekly basis; review any questions/concerns that may have arisen. Encourage questions at any time.