New Hire Orientation: Manager Checklist

Managers can use this task list as a resource for onboarding new employees.

**2-3 Weeks Prior to Start Date**

- □ Order business cards (if appropriate)
- □ Order office key (if required)
  
  [link](https://fsrequest.tufts.edu/WebMaint/login.aspx)

Email the IT Service Desk ([it@tufts.edu](mailto:it@tufts.edu)) to:

- □ Specify if there is a computer for the new hire or if you need to request one
- □ Request new phone extension or provide existing phone extension. If using existing phone extension, request that the display information is changed to the employee’s name
- □ Request access to shared drives and any other network accounts

Contact IT Client Support Services to:

- □ Request computer equipment (mouse, keyboard)
- □ Request computer set-up

**1 Week Prior to Start Date**

- □ Create department announcement
- □ Invite employee to department/University events (e.g. staff meetings, department meetings)
- □ Subscribe employee to TuftsNow
- □ Call employee to welcome him or her and confirm New Hire Orientation date
- □ Create Welcome kit, including:
  - Welcome letter from school or department
  - Organizational chart for department or school
  - Telephone or email list for department
New Hire Orientation: Manager Checklist
Tufts Human Resources: Training Learning & Development
Version Date: May 2016

☐ Develop schedule for employee’s “First 30 Days”, including:
  - 1:1 time with manager
  - “Meet and Greets” with colleagues
  - Department/Staff meetings
  - Required trainings

☐ Schedule meeting with TTS for new hire computer set up

☐ Identify a staff member to be employee’s buddy*

☐ Supply/organize workstation

☐ Set up trash buddy with instructions

**During Employee’s First Week**

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<th>NOTES</th>
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☐ Introduce employee to new colleagues*

☐ Tour work area and department*

☐ Arrange for campus tour (Formal tours through Admissions)*

☐ Review Welcome Kit and “First 30 Days” schedule

☐ Set up first day/week lunch with colleagues*

☐ Review job description with employee

☐ Discuss department culture with employee, including reporting hours, dress code, and trash buddy*

☐ Employee will attend orientation

☐ Employee will complete I-9

☐ Employee will get Tufts badge (Public Safety)

☐ Employee will make benefits elections

☐ Employee will make transportation and parking arrangements as needed
## During Employee’s First 30 Days

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<thead>
<tr>
<th>Task</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Discuss goals/expectations</td>
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<td>Discuss performance management process</td>
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<td>Develop First Assignment deliverables and timeline</td>
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<tr>
<td>Review and schedule required training (e.g. HIPAA, Lab Safety)</td>
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<td>Create 6-month plan for recommended training</td>
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<td>Review available job-related resources*</td>
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Tasks marked with “*” can be accomplished with help from the employee’s buddy