

Your Guide – Suggestions for New Employee Engagement and Orientation

At The Ohio State

University, you play an important role. You guide new employees as they begin their journey down what we hope will be a fulfilling career with Ohio State. This new employee orientation checklist will help you perform this role. By completing these tasks over the next 12 months, you will help your new team member become an engaged employee and increase his or her contribution to Ohio State.

Tasks completed by:

Date:

Prior to the new hire's start date

- Participate in the interview process
- After verbal job offer, send confirmation letter (see sample letters of offer on the web, <http://hr.osu.edu>)
- Enter new hire information into the HR System
- Create and post an announcement about the new hire
- Contact your new employee to welcome them into your unit
- Provide your new hire with:
 - ✓ Starting time
 - ✓ Where and to whom he/she should report on first day
 - ✓ Information to bring on first day
 - ✓ First day parking pass
 - ✓ Campus map
- Provide Columbus relocation information (if necessary)
- Ensure desktop setup is complete (computer, phone, mailbox, supplies)
- Order office keys
- Obtain password(s) for the computer; add new hire's name to shared directories; obtain university e-mail account (if applicable)
- Schedule physical if necessary
- Register employee for university-wide new employee orientation by contacting Organization and Human Resource Development, 292-4500
- Schedule time to spend with your new employee during the first week
- Select an employee on your team to become a buddy/mentor to the new employee
- Prepare department orientation agenda for first day/week and put together department orientation packet (see Organization and HR Development Department Orientation guideline)

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First Week:

Person Responsible/Date Completed

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|--|---|
| <input type="checkbox"/> Provide a copy of the job description and review it with the employee _____/_____ | <input type="checkbox"/> Confirm date of university-wide new employee orientation program _____/_____ |
| <input type="checkbox"/> Discuss roles, responsibilities and expectations _____/_____ | <input type="checkbox"/> Discuss personal and department safety and security issues _____/_____ |
| <input type="checkbox"/> Discuss hours, vacation/personal/sick days, dress code, and payroll information _____/_____ | <input type="checkbox"/> Gather all pertinent forms from employee (I-9 documentation, tax forms, payroll forms, etc.) _____/_____ |
| <input type="checkbox"/> Explain office equipment (phones, computer, etc.) _____/_____ | <input type="checkbox"/> Provide access to the Ohio Ethics booklet and have the employee sign the acknowledgment form _____/_____ |
| <input type="checkbox"/> Discuss office procedures (how to order supplies, office equipment use) _____/_____ | <input type="checkbox"/> Schedule time for the employee to go to Bevis Hall to obtain parking pass _____/_____ |
| <input type="checkbox"/> Discuss e-mail, internet and voicemail use _____/_____ | <input type="checkbox"/> Provide time for the employee to go to Lincoln Tower to obtain BUCK I.D. _____/_____ |
| <input type="checkbox"/> Share the culture/history/environment of the department _____/_____ | <input type="checkbox"/> Provide benefits information _____/_____ |
| <input type="checkbox"/> Identify department HR contact and describe role _____/_____ | <input type="checkbox"/> Share direct deposit information, State Employees Credit Union Information and general money/banking information _____/_____ |
| <input type="checkbox"/> Distribute miscellaneous university information (i.e. dept. calendar, policies, staff directories, etc) _____/_____ | <input type="checkbox"/> Share the holiday schedule _____/_____ |
| <input type="checkbox"/> Discuss university and department policies and procedures and unifying principles/guidelines _____/_____ | <input type="checkbox"/> Share the “hidden benefits” (Larkins Hall, Athletic events, Wexner Center, etc) _____/_____ |
| <input type="checkbox"/> Discuss university mission/vision, goals, values and expected behaviors _____/_____ | <input type="checkbox"/> Provide a tour of the department/building, review parking and bus accessibility _____/_____ |
| <input type="checkbox"/> Share organizational chart _____/_____ | <input type="checkbox"/> Provide new employee with copies of <i>reSources</i> and <i>onCampus</i> and ensure employee is on the mailing list for both _____/_____ |
| <input type="checkbox"/> Provide schedules for required and optional university and departmental training _____/_____ | |

(continued)

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First Month:
**Person Responsible/
 Date Complete**

- Meet with employee to assess progress and answer questions _____/_____
- Develop individual performance goals and discuss probationary period (if applicable) _____/_____
- Share rewards and recognition program (if applicable) _____/_____

First Quarter:
**Person Responsible/
 Date Completed**

- Meet and discuss individual performance goals (Quarterly) _____/_____
- Encourage employee to attend (or clarify expectations if mandatory):
 - Department meeting
 - Team meetings
 _____/_____
- Share initial feedback _____/_____
- Schedule regular monthly one-on-one meetings with employee _____/_____

First Year:
**Person Responsible/
 Date Completed**

- Have the employee complete the self-review and discussion guide for the performance review meeting _____/_____
- Meet and discuss employee performance review _____/_____
- Discuss salary review _____/_____
- Send congratulations note on one-year anniversary _____/_____

Other Manager Resources

Additional resources and guidelines for managers can be found through the following resources:

- Organization and Human Resource Development (614) 292-4500
- Employment Services (614) 292-9380
- Consulting Services (614) 292-2800
- Benefits/HR Customer Service (614) 292-1050
- Payroll (614) 292-2311
- Office of Human Resources Web site <http://hr.osu.edu>
- The Ohio State University Web site www.osu.edu