

As a supervisor/manager at Ohio State, 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 checklist, complimented with the online New Employee Orientation program, will help you perform this role. By completing these tasks, you will help your new team member become an engaged employee and increase his or her contribution to the university.

### **Prior to the new hire's start date you should:**

- After verbal job offer, send confirmation letter (see sample letters of offer at [hr.osu.edu/forms/#hiring](http://hr.osu.edu/forms/#hiring))
- Create and post an internal announcement about the new hire
- Contact your new employee to welcome them into your unit (this can be done via e-mail or phone prior to their start date)
- 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 (if necessary)
- Schedule physical (if necessary)
- Schedule time to spend with your new employee during the first week
- Schedule time for someone (or you) to review online New Employee Orientation with your employee
- Select an employee on your team to become a buddy/mentor to the new employee

### **During the first week of employment for your new hire:**

- Enter new hire information into the HR system (this must be done immediately so the employee can access the online orientation system – they will need their name.#)
- Review online New Employee Orientation
- Provide a copy of the job description and review it with the employee
- Discuss roles, responsibilities and expectations
- Discuss hours, vacation/personal/sick days, dress code, and department payroll information
- Explain office equipment (phones, computer, etc.)
- Discuss office procedures (how to order supplies, office equipment use, etc.)
- Discuss e-mail, Internet, and voicemail use
- Identify department HR contact and describe role
- Distribute miscellaneous university information (e.g. calendar, policies, staff directories, etc.)
- Provide a tour of the department/building, review parking and bus accessibility
- Share the holiday schedule
- Send employees to Buckeye Secure/Safe Computing web site to learn about the university's commitment to information security and how to protect themselves

## Online New Employee Orientation ([hr.osu.edu/NEO](http://hr.osu.edu/NEO))

Welcome to New Employee Orientation – listen first to the employee testimonials

### Section One: Introduction

- Welcome from President Gee
- Welcome from Larry Lewellen, Vice President for Human Resources
- History of Ohio State – after reviewing some highlights of the university’s history, be sure to share historical highlights of your college, unit
- Ohio State’s vision – after discussing the university’s vision and values, share the culture and environment of your college or unit. What is the vision of your area? What are the values? How do they align with the vision and values of the university? Show how what the employee does contributes to the college/unit and the university
- Organizational Structure – be prepared to share and discuss the organizational structure of your college/unit and how it fits into the structure of the university
- Many Campuses; One University – share information regarding our regional campuses, extension offices and other campuses. Mention that our extension offices provide all 88 counties in Ohio with programs and services that better their lives, businesses, and communities. Serving Ohio is part of our land grant heritage

### Section Two: Human Resources Information

- Benefits – encourage the employee to attend a retirement forum and/or meet with a benefits consultant
- Payroll – after reviewing the payroll information make sure you provide them with contact information for payroll (292-2311)
- Faculty and Staff Wellness Program – encourage your employee to become involved in the great opportunities provided by the wellness program. Discuss Your Plan for Health, RPAC, Wellness screenings, flu shots, etc.
- Special Events - talk about some of the extra benefits you’ve experienced while working here (e.g. discounts for health clubs or sporting events)
- Work Life – provide the employee with examples of how you support work life at Ohio State
- HR Policies and Forms – discuss university and department policies and procedures and gather all pertinent forms from employee (I-9 documentation, tax forms, payroll forms, Ohio Ethics, etc.)

### Section 3: Additional Programs, Services, Events, and Promotions

- Helpful Connections – schedule time for your employee to get their parking pass, make sure they sign up for the Buckeye Alert system through Public Safety and provide time for them to get their Buck-ID
- Learning and Development – provide resources for required and optional university and departmental training
- Just for Fun – share with the employee fun things you have taken advantage of while at Ohio State
- Make Life Easier – what services have you used at Ohio State that made your life easier (e.g. Optometry Clinic)
- News and Information – provide new employees with copies of *Resources* and *onCampus* and ensure employee is on the mailing list for both

### Section 4: Important/Useful Links

This section provides the new employee with useful links to important information and web sites at the university.

### Section 5: Conclusion

Welcome your employee to the university and make sure they are provided the tools and resources they need to be successful at Ohio State.