Resource Guide: Employee Version - New Employee Orientation Checklist

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To assure a smooth start as a new employee, some basic functions need to happen. Following is a checklist of those functions for you to consider when beginning your orientation into a division/department at Lane. These serve as a basic guideline to help you ask questions and seek assistance in meeting the division/department specific needs.

Logistics	Employee's Role	Date completed
PREARRIVAL		
Review information received which may include • Welcome letter – confirming position, title, salary, Manager, when & where to report • Lane Union Contract (if appropriate)	**Review and bring on 1st day**	

ARRIVAL		
During the FIRST DAY		
___Information review (NEO packet, Benefits web site, description of relationship between the department and the institution ___Review job description	**Participate in review w/manager or identified staff**	
___Review process to obtain Lane ID (optional, $5 fee) ___Review, with employee, Health and Safety Information – (Appendix C) 1. Complete the Health and Safety Form in Appendix C, with the employee . employee initials sections on the form they have reviewed with designated dept. staff . keep copy of form for dept. records; send original to Health and Safety 1. Employee Emergency Manual (provide copy) 2. the number for medical emergencies on campus - 6666 3. the number for safety emergencies on campus - 5555 4. Inform employee that they must call Public Safety if they are on campus outside of normal college business hours. Number to call - 5558	**Participate with identified staff**	
___Assign first project and schedule specific feedback session ___Review the first-week schedule of activities and assignments	**Clarify assignment(s) with manager and/or identified staff**	

During the FIRST WEEK

___Send new employee to the NEO program to review Lane culture, organizational structure, and basic policies and benefits package in new employee orientation	**Attend NEO program with HR**	
__ Review training plan with new employee • **See Appendix A for contacts for trainings** ○ Banner Training ○ Technical Training ○ Interpersonal skills training ○ Leadership/Management skills training	**Meet with manager to review plan for training re: Lane specific processes and technology resources**	
___With the new employee review the department structure and priorities section of the welcome packet • Statement of department vision/mission/goals • Department organization chart • Department phone list ("Whom to Call for What" list) • Department map • List of all current department projects and priorities • The new employee's relationship with other roles in the department ___Describe customer service, and performance expectations for the College, Divisions/Department ___Team review - review teamwork expectations; set up 1:1 meetings with team members and other resources	**Meet with manager and/or identified staff to review information related to department structure and priorities**	

During the FIRST MONTH

___Meet bi-weekly with the new employee to answer questions and insure that the new employee is becoming acclimated to the department and position responsibilities. ___Discuss the guiding principles and how the new employee has seen them "in action" within the department ___Insure that employee has signed up for benefits	**Set up bi-weekly meetings w/manager and identified staff to check perceptions, and receive feedback**	

During the FIRST 90 DAYS

___Establish performance goals with the new employee ___Set schedule of meetings to review progress of new employee in meeting the performance goals	**Meet with manager to set performance goals and incorporate these goals into the bi-weekly meetings.**	

ONE MONTH PRIOR TO THE END OF PROBATIONARY PERIOD		
1. Conduct performance review 2. Meet with the employee to review performance 3. Set plan for professional development and/or termination	**Set meeting with manager to review performance and identify steps to grow strengths and improve areas that need development**	

AFTER PROBATIONARY PERIOD		
1. Celebrate the completion of the probationary period 2. Regularly review progress of the employee	**Celebrate the completion of your orientation program.**	