

Activities and Communication During the New Employee's First Day

Instructions: Place a checkmark in the box adjacent to each item when it has been explained to the new worker and each activity has been completed.

- Personally greet the new employee and introduce him or her to co-workers.
- Provide an overview of the department and its relationship to the rest of the organization.
- Review the new employee's job description, responsibilities, and work schedule.
- Review organization and departmental policies and procedures.
- Have the employee complete required forms.
- Give the employee an identification badge.
- Give the employee supplies, equipment, keys, and so forth.
- Show the employee how to operate the telephone.
- Show the employee how to send and receive email.
- Explain inner-office and U.S. mail procedures.
- Show the employee how to complete the absence report or time entry.
- Assign a buddy or mentor.
 - Accompany the employee on breaks.
 - Take the employee to lunch.
- Provide a list of key terms used in the department and organization.
- Conduct a tour of the building and work site.
 - Location of new employee's desk or work station
 - Location of restroom, break room, smoking area
 - Location and operation of copier and fax machine
 - Location and operation of fire extinguishers
 - Emergency exits and procedures
 - Mail room location
 - File locations, file retrieval procedures, filing scheme, and so forth
 - Supply and storage locations
 - Employee lunch room or cafeteria
 - Lockers
 - Conference rooms
 - First aid station
- Meet with the employee at day's end to answer questions, review important information, give encouragement, and reinforce how happy everyone is to have him or her on the team.
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