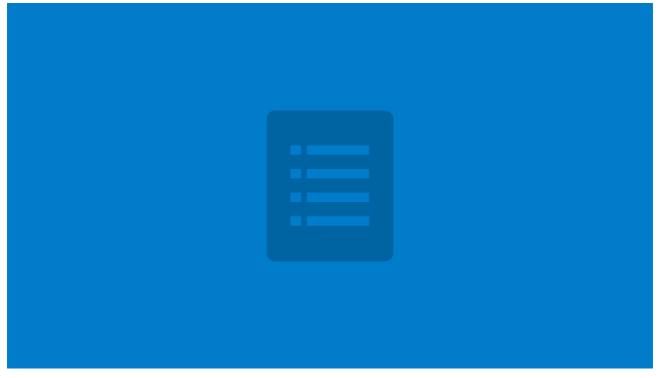# New Employee - Manager's Checklist

Socialization

- [ ] Notify your department of the new hire
- [ ] Send via email to department
- [ ] Cope the new employee, if appropriate
- [ ] include start date, what their job veil be, and employee bio

HUMAN RESOURCES

- [ ] Contact your HR professional
- [ ] Ensure ETRAC is created
- [ ] Obtain benefits packet and information
- [ ] Determine needed payroll information
- [ ] Submit payroll documentation

Work Space

- [ ] Clean the work area
- [ ] Pull together basic office and/or desk
- [ ] Have key made/order card access (if appropriate)
- [ ] Verify working computer (if appropriate)

- [ ] Order business cards, name tag and name plate (if appropriate)

- [ ] Provide basic office supplies

TECHNOLOGY ACCESS AND RELATED

- [ ] Order computer

- [ ] Conduct computer tech team to have the system set up m advance

- [ ] Consider software needs of the rob such as:

  - [ ] Calendaring system

  - [ ] Email platform

  - [ ] Daily software needs

  - [ ] Printer connections

  - [ ] Departmental portal and network access

TRAINING/DEVELOPMENT

- [ ] Enroll the employee in the New Employee Onboarding.

- [ ] Arrange pertinient trainings required for the lob

- [ ] Examples could include:

  - [ ] People Soft

  - [ ] HIPAA

  - [ ] Skillport

  - [ ] Specialized software

  - [ ] Saftey

  - [ ] Stretch break software