

## College of Engineering New Hire Checklist

### Before Your New Employee Begins...

Once an employee accepts a position, the days or weeks leading up to that first day are critical in building a positive impression and relationship. The ideas below will help ensure that the connection you build with your new employee is strong from the start.

- Send an official appointment letter outlining the specifics of the employee's new position, including reporting relationship, salary, etc. For a sample letter go to:  
[www.uw.edu/admin/hr/forms/index.html#hiring](http://www.uw.edu/admin/hr/forms/index.html#hiring)
- If there is a long period of time between the offer and the start date, stay in regular communication with your new employee via email.
- Send an announcement to your department about the new employee and their background.
- Shortly before the start date, send your new employee an email that includes the following:
  - Date and time to arrive the first day
  - What to bring on the first day to complete the I-9, see:  
[www.uw.edu/admin/payroll/pcguide.html](http://www.uw.edu/admin/payroll/pcguide.html)
  - Location to report to and who to ask for upon arrival
  - Transportation and/or parking information
- Schedule a time for the new employee to meet with the HR Assistant to go over payroll paperwork and welcome packet.
- Set up appointments with individuals that your new employee should meet early on (colleagues within your organization and individuals that they will interact and work with).
- Set aside time on your calendar to make sure you're available for the first days and weeks.
- Create a sign for the new employee's door or workstation welcoming your new hire to the team.
- Set up new employees' workstations, including their desk and/or office, computer, etc. First impressions count, so providing new employees with a clean desk in a cubical or office that is in "move-in" condition will be a positive step in this valuable and new relationship.
- Set up phone(s): Determine if your new employee will need a new phone, or have an existing one reconfigured. Also be sure that their new voicemail box is set up on the employee's first work day.
- Have mailbox marked (if applicable).
- Make sure new staff members are added to appropriate email lists and calendaring systems.

- Create a first-week schedule for new employees so that they have something to do that is meaningful and helps them hit the ground running. The schedule should include a balance of time with others, down time, and time on their own to read orientation materials or complete other orientation-related tasks. Consider including some or all of the following:
  - One-on-one or small group meetings with other team members. During these meetings, team members might describe their work and how it integrates with the work the new team member does.
  - One-on-one meetings with you to discuss job description, performance expectations, appropriate attire, time and leave, etc.
  - Designated times for the new employee to review the On-Line New Employee Orientation and the Benefits Orientation.
  - Time alone at their workstation so they can digest all the new information and make notes about what they've learned in meetings.
  - Tour of campus or larger work environment.