



New Jersey's Science & Technology University

## PRE-ARRIVAL CHECKLIST

- \_\_\_ Call the new employee and welcome him/her a few days before he/she starts work. Make sure he/she knows where to park on the first day.
  
- \_\_\_ Meet or contact the Department of Human Resources to:
  - \_\_\_ Ensure HR has received the Personnel Action Form (PAF) and has issued an offer letter.
  - \_\_\_ Secure a copy of employee's job description to give them on their first day.
  
- \_\_\_ Prepare work space or office.
  - Keys/Codes:
    - \_\_\_ Building
    - \_\_\_ Cabinets/Desk
    - \_\_\_ Codes for copy machine
    - \_\_\_ Office
  - Supplies:
    - \_\_\_ Business cards (if applicable)
    - \_\_\_ Calendar / Datebook
    - \_\_\_ Name Plate
    - \_\_\_ Pens, pencils
    - \_\_\_ Paper
    - \_\_\_ Stapler / Paper clips
  
- \_\_\_ Set up phone access through the Department of Telecommunications and Networks.
  
- \_\_\_ Send an informal announcement / email to your department announcing the new hire, explaining their responsibilities and describing their background.
  
- \_\_\_ Arrange for an individual in your department to act as a mentor for the new hire. The mentor should provide guidance and support by being a role model, guide, coach or confidante.
  
- \_\_\_ Prepare the first day and first week agenda for the new hire.
  
- \_\_\_ Arrange a lunch outing for his/her first day to help make them feel welcome.