

## FIRST DAY / FIRST WEEK CHECKLIST

\_\_\_\_\_ Make sure your new hire goes to the Department of Human Resources to complete their new hire paperwork. He/she must have appropriate identification for I-9 employment verification purposes.

\_\_\_\_\_ Inform your new hire that he/she has to visit the Department of Parking and Security to get their NJIT ID. They will also get information on parking.

\_\_\_\_\_ Review your department's mission and strategic plan. Give them the department organizational chart and explain names, titles and responsibilities.

\_\_\_\_\_ Officially introduce the new hire to the entire department. Also walk him/her around campus and introduce them to people they will be working closely with.

\_\_\_\_\_ Give the new hire their job description. Describe what a "typical day" on the job will be like and what it entails.

\_\_\_\_\_ Review job functions, competencies and expectations for working in the department.

\_\_\_\_\_ Discuss the department's procedures on:

- |                                   |                                |
|-----------------------------------|--------------------------------|
| _____ Attendance and punctuality  | _____ Lunch                    |
| _____ Communications              | _____ Mail                     |
| _____ Dress code                  | _____ Email regulations        |
| _____ Lateness                    | _____ Overtime (if applicable) |
| _____ Personal calls              | _____ Travel                   |
| _____ Travel (if applicable)      | _____ Timesheets               |
| _____ Work schedule               | _____ Weather emergencies      |
| _____ Vacation/Sick/Personal Time |                                |

\_\_\_\_\_ Review significant University Policies. Refer them to the general policy website <http://www.njit.edu/policies>

\_\_\_\_\_ Review security and safety procedures.

\_\_\_\_\_ Review phone etiquette. Explain how the telephone should be answered and departmental practices for phone usage. Give them their access code for making outside calls.

- \_\_\_\_\_ Explain when the pay dates are and where checks can be picked up.
- \_\_\_\_\_ Specify starting and quitting times. Also review shift schedules and exceptions.
- \_\_\_\_\_ Discuss meal periods and break time schedules.