PRE-ARRIVAL CHECKLIST

☐ Call the new employee and welcome him/her a few days before he/she starts work. Inform him/her of new hire orientation.

☐ MEET/CONTACT YOUR HR OFFICER TO:
  ☐ Have him or her send the employee a welcome letter/offer letter and set up the new hire to attend orientation.
  ☐ Prepare set of new hire documents.
  ☐ Ask that he/she inform new hire about the benefits enrollment process. Your new hire can learn more about his/her benefits by visiting the "New Employees" page on the website.
  ☐ Secure copy of employee’s job description.

☐ PREPARE WORK SPACE/OFFICE ASSIGNMENT:

  Keys/Codes:  ☐ Building  ☐ Cabinets/Desk  ☐ Codes for copy machines  ☐ Office

  Supplies:  ☐ Business Cards (if applicable)  ☐ Calendar/Date Book  ☐ Name Plate  ☐ Stapler

  ☐ Paper Clips  ☐ Pens, Pencils  ☐ Codes for copy machines  ☐ Tape Dispenser

☐ PHONE:
  ☐ Set-up voicemail account.
  ☐ Set-up long distance phone account.
  ☐ Prepare to show employee how to transfer calls, do conference calls, use voicemail, etc.
  ☐ Prepare to discuss telephone etiquette/standards and coverage.
  ☐ Refer new hire to the online directory on the NYU homepage.

☐ SYSTEMS:
  ☐ Set-up new hire’s computer with e-mail, NetID and internet account privileges, and software applications.
  ☐ Schedule training with department administrators and staff on department systems, if applicable.
  ☐ Send an informal announcement/e-mail to your department announcing the new hire and his/her background.
  ☐ Prepare the first day and first week agenda for new hire.
  ☐ Prepare “A day in the life...” description of a typical day for the new hire’s job.
  ☐ Review calendar to schedule appropriate meeting times during the new hire’s first month.