



FIRST DAY/FIRST WEEK CHECKLIST

- Ensure that the new hire attends orientation
- After orientation, discuss the agenda for the first week
- Ensure that new hire gets ID Card
- Officially introduce the new hire to the entire department
- Review department's mission and strategic plan. Review "A day in the life..." document with the new hire
- Review job functions, competencies and expectations for working in the department
- Discuss department's policies and procedures:
 - Attendance and Punctuality
 - Budget Procedures
 - Communications
 - Dress Code
 - Lateness
 - Personal Calls
 - Lunch
 - Mail
 - E-mail regulations
 - Internet access
 - Overtime
 - Temporary/Per Diem hiring
 - Travel
 - Timesheets
 - Vacation and Personal Days
 - Work Schedule
 - Weather Emergencies
- Review significant [University Policies](#) (e.g., Anti-Harassment Policy, Affirmative Action, Smoke Free Workplace, etc.)
- Review Security and Safety procedures
- Conduct tour of floor, building, other appropriate facilities, etc.
- Consider assigning a [mentor or "buddy"](#) for the new hire
- Ask a peer to take the new hire out to lunch
- Set up brief meeting with department head and other administrators and staff members, if appropriate
- Set up meeting with HR Officer to introduce new hire to HR services
- Encourage new hire to jot down any notes and questions
- Remind new hire to go to the "[New Employees](#)" page on HR website to review other information on resources and services available at NYU