



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:	Supplies:	<input type="checkbox"/> Paper Clips
<input type="checkbox"/> Building	<input type="checkbox"/> Business Cards (if applicable)	<input type="checkbox"/> Pens, Pencils
<input type="checkbox"/> Cabinets/Desk	<input type="checkbox"/> Calendar/Date Book	<input type="checkbox"/> Codes for copy machines
<input type="checkbox"/> Codes for copy machines	<input type="checkbox"/> Name Plate	<input type="checkbox"/> Tape Dispenser
<input type="checkbox"/> Office	<input type="checkbox"/> Stapler	

- 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