

RHODE ISLAND SCHOOL OF DESIGN NEW EMPLOYEE CHECKLIST FOR MANAGERS

Employee Name: _____ Start Date: _____
 Supervisor: _____ Dept: _____

This checklist is a tool to support managers in preparing for the arrival, orientation, and on-boarding of a new employee. This tool is intended to aid in a smooth transition for a new employee joining the RISD community.

Prior to Start Date:

Comp.	Action Items
<input type="checkbox"/>	Reach out prior to start date, extending a personal welcome. Answer questions and communicate the 1 st day logistics, i.e., time of arrival, access to building.
<input type="checkbox"/>	Arrange your calendar to be present or ensure that a designee is available to meet and welcome the new employee.
<input type="checkbox"/>	Prepare workspace for new employee.
<input type="checkbox"/>	Determine computer, telephone, and other devices (If applicable) set up. Active directory and email access are completed as part of Workday hire process; IT will reach out regarding additional needs. Coordinate optional desk side coaching with RISD's Service Desk.
<input type="checkbox"/>	Plan department/office orientation considering what key information is needed for job success (cheat sheets, training manuals, etc.).
<input type="checkbox"/>	Assign a co-worker as a resource (in addition to you as the supervisor) to assist with introductions to key contacts and partners, provide insights on culture and how things work and help to build professional and personal network.
<input type="checkbox"/>	Develop a work plan of activities for the first week or two your new employee is on the job.
<input type="checkbox"/>	Determine Environmental, Health and Safety information and training needs appropriate for the position. Contact the office of EH&S with any position specific requirements.
<input type="checkbox"/>	Determine if keys are needed, and request new keys, if appropriate
Department-Specific Action Items or Comments:	

First Day of Employment:

Comp.	Action Items
<input type="checkbox"/>	Supervisor should be present on the first day.
<input type="checkbox"/>	Your new employee will begin their first day in HR to complete required new hire documentation (unless done in advance of their first day). Hiring manager or designee should greet the new employee, when they arrive in your office or escort them from HR or to complete new hire processes (see below). Make introductions to coworkers and colleagues (if available).
<input type="checkbox"/>	Visit Card Services to obtain picture identification card.
<input type="checkbox"/>	Arrange for employee to obtain parking pass from Public Safety (if employee plans to enroll.)
<input type="checkbox"/>	Provide information on parking options relative to work location.
<input type="checkbox"/>	Plan time to review the employee's responsibilities 1:1 or in small groups.
<input type="checkbox"/>	Plan for a colleague within the department to take the employee to lunch.
<input type="checkbox"/>	Provide a department/building tour including break areas, water coolers, restrooms, food services, etc.
<input type="checkbox"/>	Take a brief tour of highlighted areas important to the department.
<input type="checkbox"/>	Confirm that new employee will attend New Employee Orientation for benefit information, RISD history, etc.
<input type="checkbox"/>	Limit paperwork exposure; provide meaningful work and time to explore workspace, computer, and processing time.
<input type="checkbox"/>	Review safe working requirements and environmental impacts as appropriate to the position.
<input type="checkbox"/>	Meet with the employee at the end of the work day to review the day and answer questions.
Department-Specific Action Items or Comments:	

Within the First Week:

Comp.	Action Items
<input type="checkbox"/>	Review job description, performance expectations and standards, and initial assignments.
	Parse out essential functions and focus on those tasks, building on workload as proficiency occurs.
<input type="checkbox"/>	Review job schedule and hours.
<input type="checkbox"/>	Review payroll timing, timecard procedures (if applicable), and general time record keeping.
<input type="checkbox"/>	Provide an overview of department organization including purpose and relation to other departments.
<input type="checkbox"/>	Begin to orient employee to organizational norms and culture.
<input type="checkbox"/>	Review telephone system, voicemail setup, locations of fax, copier, and incoming/outgoing mail.
<input type="checkbox"/>	Review computer applications (e-mail, shared-driver data, Workday etc.) to determine systems training needs.
<input type="checkbox"/>	Begin introducing College and departmental policies/procedures required for the employee to perform their job duties.
<input type="checkbox"/>	Review department-specific and college processes, policies, and procedures.
<input type="checkbox"/>	Order RISD business cards, as applicable.
<input type="checkbox"/>	Order RISD purchasing card or corporate credit card, as applicable.
<input type="checkbox"/>	Assign meaningful work.
<input type="checkbox"/>	Create personal/professional connections with those who might have similar interests on campus.
<input type="checkbox"/>	Schedule meetings with key constituents/leaders.
<input type="checkbox"/>	Discuss goals for the position and what defines success.
Department-Specific Action Items or Comments:	

Between week 2 and up to the first 90 days:

Comp.	Action Items
<input type="checkbox"/>	Provide in-depth information about organizational strategy, resource awareness.
<input type="checkbox"/>	Increase "emotional intelligence" by introducing RISD competencies and acceptable behaviors for success.
<input type="checkbox"/>	Conduct an informal performance review to provide clear feedback related to progress related to essential duties, assigning specific goals and priorities, and asking what's working, what's challenges they are experiencing, and what they need to succeed.
<input type="checkbox"/>	Describe the probationary/orientation period and the required areas of focus for success. Identify and be familiar with the end date of the Orientation & Review Period (write in date here _____). Communicate with employee about how they are doing in acclimating to the position.
<input type="checkbox"/>	Provide employee with an understanding of the College's performance evaluation process, the timing of the annual and check-in reviews and any objectives the employee should focus on during the interim period.
<input type="checkbox"/>	Continue introducing College and departmental policies/procedures required for the employee to perform their job duties.
<input type="checkbox"/>	Provide employee with the College academic calendar if useful as a resource for position.
<input type="checkbox"/>	Communicate openly and frequently. Feedback is essential to new employee adjustment.
<input type="checkbox"/>	Contact HR as soon as issues surface but not less than one month prior to the conclusion of the Orientation & Review period if there are performance issues.
Department-Specific Action Items or Comments:	

Through the first year of employment:

Comp.	Action Items
<input type="checkbox"/>	Provide regular feedback to the employee about their acclimation to the new position and the RISD workplace.
<input type="checkbox"/>	Recognize and communicate positive contributions.
<input type="checkbox"/>	Assess future training and development needs.
Department-Specific Action Items or Comments:	