Employees are an asset to the university community. NJIT's employees are one of our most critical investments in achieving our vision, mission and strategic goals.

Long term retention of any new employee starts when a decision is made to fill an open position. After the decision has been made to hire and a start date is scheduled, use these checklists to ensure that all of the needed elements are covered to help get the new employee off to the best start possible. Some things on the checklist may appear more than once. If you have already completed them, check them off again as you move down the list.

Employee Name:	Start Date:

Prior the Employee's Start Date

Schedule and Job Duties

- ☐ Call new hire to confirm start date, time, location, dress code, parking for the first day (if applicable), etc.

- ☐ Create an itinerary for the employee's first 2 weeks of employment. Arrange a campus tour, meetings with key contacts, including their union representative (if applicable).
- ☐ Arrange for the new hire to meet with a benefits representative on the first day
- ☐ Email the itinerary to the new employee prior to their first day

Create a welcome packet from the department which may include:

- ☐ Job Description
- ☐ Link to employee handbook
- ☐ Link to union contract (if applicable)
- ☐ Contact names for the department
- ☐ Department organizational chart
- ☐ Department phone/email list
- ☐ Map of campus with buildings highlighted
- ☐ Parking and transportation information
- ☐ Mission/vision and guiding principles for department
- ☐ HIPAA and FERPA regulations, if applicable

- ☐ Reserve parking for the employee's first day

Socialization

- Assign a departmental "buddy"

Work Space

Ensure work area is clean	Provide basic office and/or desk supplies
Make welcome sign (or card) and have department members sign it	Have office key made
Obtain building access/alarm system information	Verify working computer, or order if necessary

- Order business cards, name tag and name plate

Technology Access and Related

Provide new employee with his/her NJIT ID number in order to enable employee to self-create a UCID	Contact Help Desk to have the computer system set up in advance
Arrange for phone installation	Submit requests for access to systems needed

- Request telephone access code

Training and Development

Arrange pertinent trainings required for the job, if applicable (some examples are):

- Banner Training
- Ethics Training
- FMLA Training
- HIPAA
- People Admin
- Performance Management/Evaluation Training for Managers
- Right to Know Training
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Additional departmental specific items:

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Comments: