



NORTHWESTERN  
HEALTH SCIENCES  
UNIVERSITY

---

**To:** All Managers  
**From:** Human Resources  
**Subject:** New Hire Check List

Dear Manager,

An employee's orientation to any new organization can be a time of many questions and therefore can be very daunting for both managers and new employees.

With this mind, we've designed the attached checklist in an attempt to answer any questions you may have and walk you through, step by step, your responsibilities when orientating your new employee to the University and their new job.

This checklist is designed to save you time and make an employee's entrance to the University that much easier and productive those first few days. If you have any questions, please contact Human Resources.

Once the checklist is completed, please submit the document to Human Resources, where it will become part of the employee's personnel file.

Thank you,

Human Resources Department

## New Hire Checklist

<b>Employee's Name:</b>	
<b>Supervisor:</b>	
<b>Hire Date:</b>	
<b>Department:</b>	
<b>Job Title:</b>	

Action	Owner	Instructions	Completed
Welcome to NWHSU & Department.	<b>Manager</b>	<ul style="list-style-type: none"> <li>▪ Introduce yourself and the department, including individual responsibilities.</li> <li>▪ Determine name that the employee wishes to go by.</li> <li>▪ Offer brief history of NWHSU.</li> </ul>	
Tour of NWHSU facilities	<b>Manager</b>	<ul style="list-style-type: none"> <li>▪ Tour of University (Restrooms, Gym, Pool, Cafeteria, Departments, Clinics).</li> <li>▪ Introductions to University staff and faculty.</li> </ul>	
Completion of New Hire Paperwork	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ I9 – ID</li> <li>▪ W4 Tax Form with SS#</li> <li>▪ Direct Deposit</li> <li>▪ Parking Pass</li> <li>▪ Emergency Contact</li> <li>▪ Tell Us About Yourself</li> </ul>	
Lunch	<b>Manager</b>	<ul style="list-style-type: none"> <li>▪ Please source a responsible employee to join the new employee for the first few days during lunch, so as to help introduce the new employee to co-workers.</li> </ul>	
Office Keys, Employee Badge, & Security Cards	<b>Manager</b>	<ul style="list-style-type: none"> <li>▪ Office keys.</li> <li>▪ Desk keys.</li> <li>▪ File cabinet keys.</li> <li>▪ Security Card Pass.</li> <li>▪ Arrange with Audio Visual to produce an employee badge.</li> </ul>	
Hours of Work & Pay Policies	<b>Manager</b>	<ul style="list-style-type: none"> <li>▪ Explain expected work hours to employee.</li> <li>▪ Cover Dept. overtime requirements with employee.</li> <li>▪ Instruct the employee on where to find and how to complete Time Sheets.</li> <li>▪ Employee pay rate.</li> <li>▪ Discuss pay cycle and check distribution.</li> <li>▪ Cover Performance Review and Pay Increases.</li> <li>▪ PTO, Holiday, and Sick Time Accrual and time-off requests.</li> </ul>	

<b>Action</b>	<b>Owner</b>	<b>Instructions</b>	<b>Completed</b>
Department Dress Code	<b>Manager</b>	<ul style="list-style-type: none"> <li>▪ Discuss Dress Code with employee.</li> </ul>	
Job Duties & Functions	<b>Manager</b>	<ul style="list-style-type: none"> <li>▪ Discuss training process.</li> <li>▪ Cover passwords with employee (computer, voicemail, copy code, and long distance codes).</li> <li>▪ Explain specific job duties.</li> <li>▪ Performance expectations.</li> <li>▪ Office tools and systems.</li> </ul>	
Safety Training	<b>Manager</b>	<ul style="list-style-type: none"> <li>▪ If applicable, arrange for the following trainings – <ul style="list-style-type: none"> <li>○ Right To Know</li> <li>○ HIPPA</li> <li>○ Blood Borne Pathogen</li> <li>○ Chemical Safety</li> </ul> </li> </ul>	
Department Procedures and Regulations	<b>Manager</b>	<ul style="list-style-type: none"> <li>▪ Tardiness.</li> <li>▪ Absenteeism.</li> <li>▪ Call-in procedure.</li> <li>▪ Employee phone number and Personal Call Policy.</li> <li>▪ Mail/Shipping.</li> <li>▪ Ordering office supplies.</li> <li>▪ Email/Internet Policy.</li> <li>▪ Meal-time and breaks.</li> <li>▪ Personal Conduct.</li> <li>▪ Confidentiality Expectations.</li> </ul>	
Human Resources Orientation	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Staff or Faculty Handbook.</li> <li>▪ Benefits Orientation.</li> </ul>	