



Bowling Green State University New Employee Orientation

BEFORE THE EMPLOYEE'S FIRST DAY

Employee Name: _____ Title: _____

Start Date: _____ Department: _____

Supervisor: _____ Completed by: _____

Return Checklists to the Office of Human Resources on this date: _____
(2 weeks after employee's start date.)

Supervisor and/or Sponsor Instructions: Please sign and date the back of this form acknowledging its completion. It may be helpful to date some items as they are completed for a reference.

1. _____ Notify an Employment Representative in the Office of Human Resources (2-8421) of newly hired *Administrative Staff* position and start date. (See *Administrative Staff Recruitment & Selection Process* and *Offer of Employment Checklists* for more information.)
OR
1. _____ Deliver *Classified Staff Action Form* with interviewees' credentials to the Office of Human Resources. Human Resources will contact the successful candidate and determine a start date. (See *Classified Staff Recruitment & Selection Process* and *Offer of Employment Checklists* for more information.)
2. _____ Mail the new employee a "Welcome Packet" including the following:
 - A congratulatory letter including reporting information & suggested attire for first day (see *Sample Letters* in *Department Manual*).
 - A temporary parking pass.
 - Directions to work, including a map with significant buildings and closest parking lot highlighted.
3. _____ Name a sponsor for the new employee and inform the sponsor what will be expected of them in that role. (See *Department Orientation Manual and Reference Guide, First Day & Tour Guide Checklists* for more information.)
 - Sponsor and/or supervisor should set aside time to eat lunch with the new employee on their first day, if possible.
4. _____ Plan to greet and spend quality time with the new employee during the first week if possible.

5. ____ Arrange the appropriate office/desk/work station setup, including the following:
- Clean work site (*Contact Custodial staff, 372-8805*)
 - Locker/personal storage area
 - Keys and security codes/passes (*Contact Facilities Services, Key orders, 372-2251 or 372-7647*)
 - Remove/add furniture (*Contact Inventory Management, 372-2121*)
 - Secure ID
 - General office supplies
 - Phone and voice mail (*Contact Pat Rutter, 372-2323*)
 - Computer & e-mail (*Contact Technology Support Center, 372-0999*)
 - Nameplate for office desk and/or door, if applicable. (*Contact Materials Handling, 372-2216*)
6. ____ Arrange the employee's work area so they have important documents, information, and files (if applicable) available to them, including the following:
- Copies of any pertinent reports or lists. (Campus phone directory, Department/ Office phone/e-mail list, etc.)
 - List or schedule of the employee's first day activities including pertinent names and locations
7. ____ Contact appropriate pertinent people and departments informing them of the new employee's arrival.
- Send memo to Payroll to include the new employee's pay stub with other office stubs.
 - Advise everyone in the department of the new employee's anticipated arrival. Include information about the employee's background and specific job responsibilities.
 - If necessary, contact the Office of Human Resources (2-8421) to confirm or reschedule the new employee's scheduled attendance at their *Records Information Session, Benefits Information Session* and *New Employee Orientation Program*. (See *New Employee Letter* from the Office of Human Resources and the *Department Orientation Manual & Reference Guide* for more information.)

Supervisor's Signature & Date: _____
