



BOWLING GREEN STATE UNIVERSITY

Office of Human Resources

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
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.

- 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.)

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Supervisor's Signature & Date: \_\_\_\_\_

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