Bowling Green State University
New Staff Orientation

BEFORE THE EMPLOYEE’S FIRST DAY

Employee Name: ___________________________ Title: ___________________________
Start Date: ___________________________ Department: ___________________________
Supervisor: ___________________________ Completed by: ___________________________

Return Checklists to the Office of Human Resources 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. ___ 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 area, including a map with significant buildings and closest parking lot highlighted.

2. ___ 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.

3. ___ Plan to greet and spend quality time with the new employee during the first week if possible.

4. ___ 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 Campus Operations, Key orders, 372-2251 or 372-7647)
   - Remove/add furniture
   - General office supplies
   - Phone
   - Computer & e-mail (Contact Information Technology Services, 372-0999)
   - Nameplate for office desk and/or door, if applicable.
5. ____ 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. (Department/Office phone/e-mail list, etc.)
   - List or schedule of the employee’s first day activities including pertinent names and locations

6. ____ 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 New Employee Orientation

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Supervisor’s Signature & Date: ________________________________________________