Office of Human Resources

Bowling Green State University
New Staff Orientation

BEFORE THE EMPLOYEE’S FIRST DAY

| Staff's 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 (Contact Inventory Management, 372-2121)
   - [ ] General office supplies
   - [ ] Phone and voice mail (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)
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. (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

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 Records and Benefits Information Session. (See New Employee Letter from the Office of Human Resources and the Hiring Departments New Employee Orientation Guide for more information.)

______________________________________________________________
Supervisor’s Signature & Date: ___________________________________

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