MORAVIAN
UNIVERSITY

12 Month New Hire Checklist for Supervisor/ Department Chair

BEFORE FIRST DAY
- ☐ Schedule the new hire's campus tour with HR
  - ○ *Contact HR to schedule a tour of South campus for your new hire*
- ☐ Ensure new hire has all work supplies needed to perform job, clean desk or work area if needed
- ☐ Order name plate for office and update mailbox or cubby, if applicable
- ☐ Order business cards and magnetic nametag by contacting marketing@moravian.edu, if applicable
- ☐ Retrieve building/ office key(s) from Facilities, if applicable
- ☐ If the employee will need a computer or phone, the supervisor must complete the New hire Computer & Telephone Request Form and get appropriate signatures. [Find the form here.](#)
- ☐ If the phone number is in place of the incumbent, contact the IT help desk or ithelp@moravian.edu**.**
- ☐ **Direct Deposit and I9 forms are needed before the new hire can be completely processed and gain access to email and IT systems.**

FIRST DAY
- ☐ Introduce new hire to department and any departments that they will be interacting with regularly Take new hire on tour of their campus building (show them common areas such as kitchen, dining spaces, bathrooms, etc.)
- ☐ Give new hire building/ office key(s), if applicable
- ☐ Review general emergency evacuation policies and procedures, including methods of emergency notification, escape procedures, exit routes, and designated assembly points following evacuation. Additionally, ensure awareness of any department-specific information pertinent to these procedures.
- ☐ Direct employee to Campus Police to receive an employee ID and parking hangtag (driver's license, registration, and insurance card needed).
- ☐ Send an email to community about the new hire and who he/she is replacing
- ☐ Confirm 1st week work schedule
- ☐ Make certain that the new hire has scheduled their benefits orientation, if applicable
- ☐ Allow one (1) hour for new hire to attend campus tour
- ☐ Take new hire out to lunch if possible

FIRST & SECOND WEEK
- ☐ Ensure any missing work materials needed are ordered
- ☐ Explain policies and procedures for overtime, use of vacation and sick time, holidays, etc., if applicable
- ☐ Explain any department specific work policies or procedures
- ☐ Overview goals, objectives, and priorities of the new hire's position and how the position related to Moravian's mission and vision
- ☐ Review job description
- ☐ Overview Campus organizational chart and what each department is involved with
- ☐ Explain performance and conditional employment process
- ☐ Ensure new hire has completed institutional diversity and anti-harassment training
- ☐ Overview campus IT systems and schedule system trainings with you or others within your department such as the applicable:

| • Jenzabar | • Drupal | • Catertrax | • AMOS | • Department |
| • 25 Live | • Infomaker | • Involvio | • PII & Data usage | specific systems |

MONTHS 1-2

☐ Check in with employee regarding system access, workspace, etc.

☐ Provide information about any external training or memberships

☐ Provide information about the Office for Diversity, Equity and Inclusion if they have questions or want to be involved, please have your new hire contact the DEI office at dei@moravian.edu

☐ Ensure training is complete with University's IT systems such as the applicable. Reach out to others on campus if more in depth training is needed.

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☐ Complete conditional period evaluation and discuss with new hire

☐ Review progress and goals set

☐ Have new hire to shadow you and others in your department at meetings/ events

☐ Speak with employee about interests on campus; how can they get involved?

MONTHS 7-12

☐ Discuss again how the position aligns with Moravian's mission and vision

☐ Discuss performance

☐ Discuss learning opportunities

☐ Discuss career progression at Moravian and what they can do to attain their goals Develop a calendar for yearly projects, due dates, etc.