

# NEW EMPLOYEE ORIENTATION CHECKLIST

Every new employee, regardless of previous training or experience, needs to be introduced to the work environment and instructed in the performance of specific tasks. Orientation programs are intended to get the new employee off to a good start by establishing a sense of belonging and cooperation, by creating favorable attitudes, by supplying necessary information that will answer an employee's questions, and by removing fears or uncertainties which may be barriers to effective job learning and performance.

The following checklist of items should be covered in your new employee orientation. Please meet with the employee within the first week of his/her start date to go through this list. Include any special information that is pertinent to your department. If you have any questions, please call Employment Services at 989-774-2010.

<b>Employee's Name:</b>		<b>Campus ID#:</b>	
<b>Department:</b>		<b>Date:</b>	

## Supervisor Preparatory Items (prior to first day of employment)

Initiate a <a href="#">Helpdesk Ticket for OIT Onboarding</a> (equipment set up, software security access, etc.)	Workspace/Resources Set up (New Employee Announcement, Order Name Plate, keys, etc.)
Allocate/Block Time To Spend With New Hire	Provide a First Day/Week Training Schedule

## Online Paperwork – CentralLink (prior to first day of employment)

Set Up Global ID (contact helpdesk at 989-774-3662)	Address Change/Emergency Contact
CMU Direct Deposit	Parking Permit
Voluntary Demographic Self-Reporting	Campus ID Card or Mobile ID
University Oath	Central Alert Notifications Set Up

## HR Physical Paperwork – Rowe 109 (first day of employment)

I-9 Employment Eligibility Verification	Payroll Withholding W4's
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## Technology – Note: Your cmich.edu e-mail account is to be used for CMU business purposes only

Set Up E-mail & Signature	Set Up Telephone Voicemail
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## Job Requirements/Expectations

Department Organizational Chart	Performance Evaluations
Functions Of Department(s)	Probationary Period & Evaluations
Job Description, Responsibilities & Expectations	BR/ST = 30/60/90 days;
Quantity of Work/Use of Time	OP = 45/90 days; SM = 45/90 working days
Use of Equipment, Instruments, Property, etc.	P&A/PD/SG/DS = 6 mos./1 year

## Work Hours & Compensation

Begin/End of Shift	Lunch Hour/Eating Areas
TimeClock Plus Exception Time Reporting	Breaks/Restrooms
Attendance, Punctuality	Flextime/Business Hours
Requesting Leave Time/Absences	Shift Premium
Overtime/Comp Time (Supervisor Must Authorize)	Pay Dates/Pay Check
Travel & Reimbursement	Holiday Schedule

## Rules, Policies, Procedures/Other

Department Policies	Parking Lots & Campus Map
University Policies and Procedures	Entrances, Exits, Tour Of Building
Emergency Procedures (Exits, Shelters, Fire, Etc.)	Keys, Lockers, Mailboxes. Etc.
Safety (Where/Whom To Report Accidents)	Campus & U.S. Mail
CMU Ethics Hotline (Internal Audit website)	Office Resources & Ordering Supplies
Smoking Regulations	Personal Calls, E-mails, Cell-phones, Etc.
Staff Communications, Publications, Bulletin Boards, etc	Uniforms/Dress Code
Training Opportunities/Workshops (Required HIPAA training if applicable)	CMU Vehicles/Driver's License Check – Risk Management.
Contracting Authority Required	Introduce to Co-Workers & Key Stakeholders

**Return completed checklist to Employment Services, Rowe 109 or [emplsvcs@cmich.edu](mailto:emplsvcs@cmich.edu) for inclusion in the employee's official personnel file.**

Employee Signature:		Supervisor Signature:	
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