

New Employee Set - Up and Orientation Form

Supervisor

Applicant Name: _____

Start Date: _____

Action : To Be Completed Before Start Date	Reponsible Party	Date Completed
Offer Extended	Hiring Manager	
Employee Change of Status Form Submitted	Hiring Manager	
New Employee signs hire letter	Employee	
Access / Key Request form obtained and submitted	Hiring Manager	
Workstation defined and supplied	Hiring Manager	
Notify HR of phone extension and office location	Hiring Manager	
Schedule Orientation with HR for Employee's 1st Day	Hiring Manager	
E-mail announcement to Bethel Community	Hiring Manager	

Employee's 1st Day - Hiring Manager	Completed By	Date Completed
Welcome to Department , introduction to staff		
Get Picture taken for Bethel ID (Student Development)		
Obtain parking sticker (Campus Safety)		
Review Parking Directions (Campus Safety)		
Obtain keys from Locksmith (Maintenance)		
Notify employee of extension and e-mail address		
Show employee how to log onto computer		
Tour of campus		
Reporting illness when can't come to work		
Time card (if applicable)		
Review job description, performance expectations, roles		
Department dress and personal appearance standards		
Take employee to lunch		
Assign mentor or buddy		

Employee's 1st Week - Hiring Manager	Completed By	Date Completed
Organizational reporting relationships		
Department Mission and goals		
Department Office Procedures and policies		
Appropriate use of telephone, e-mail, internet, mail, etc.		
Order business cards (if applicable)		
Order name tag (if applicable)		
Acclimation Follow-up meeting (completion of 1st week)		
Make copy of this form after 1 week acclimation meeting and send copy to HR		

Employee's first 30 Days - Hiring Manager	Completed By	Date Completed
Acclimation Follow-up meeting		

Employee's end of 90 Days - Hiring Manager	Completed By	Date Completed
90 - Day Review		

To be returned to Human Resources after 90-day review