



## 12 Month New Hire Checklist for Supervisor/ Department Chair

### BEFORE FIRST DAY

- Schedule the new hire's New Hound Orientation and 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](mailto: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](mailto: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.**

**If access to email and IT systems is needed before the start date, please have the new hire contact Human Resources at 610-861-1527 to schedule an appointment to complete the forms in person.**

### 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
- 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 1<sup>st</sup> week work schedule
- Make certain that the new hire has scheduled their benefits orientation, if applicable
- Ensure that new hire has filled out all orientation paperwork (I-9 form and direct deposit forms with HR)
- 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
  - 25 Live
  - Drupal
  - Infomaker
  - Catertrax
  - Involvio
  - AMOS
  - PII & Data usage
  - Department specific systems

Continued →

## MONTHS 1-2

- Check in with employee regarding system access, work space, 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](mailto:dei@moravian.edu)
- Ensure training is complete with College's IT systems such as the applicable. Reach out to others on campus if more in depth training is needed.
  - Jenzabar
  - 25 Live
  - Drupal
  - Infomaker
  - Catertrax
  - Involvio
  - AMOS
  - PII & Data usage
  - Department specific systems

## MONTHS 3-6

- 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.

**\*\* ONBOARDING PROGRAM SESSIONS ARE ONGOING. PLEASE REFER TO YOUR EMAIL FOR UPCOMING SESSIONS FOR YOUR NEW HIRE.\*\***