

New Employee Checklist- RCD

EMPLOYEE INFORMATION			
Name:		Start date:	
Position:		Supervisor:	Location:
FIRST DAY			
<input type="checkbox"/> Provide employee with Employee Policies, review and conduct orientation. (D) <input type="checkbox"/> Assign "buddy" employee(s) to answer general questions.			
POLICIES			
<input type="checkbox"/> Reviewed key policies and received a copy. (D)	<ul style="list-style-type: none"> • Orientation Period • Employment Practices • Time Clock Standards/Policy • Positive Employee Relations including Open Door Policy • Harassment • Drug, Alcohol, and Tobacco Free Workplace • Confidentiality/HIPAA 	<ul style="list-style-type: none"> • Health & Safety/OSHA/Reporting Injuries • Appropriate Dress/Grooming • Leaves of Absence Policy • Work Place Behavior and Corrective Actions • Attendance and Punctuality • COBRA Rules 	
ADMINISTRATIVE PROCEDURES (those applicable)			
<input type="checkbox"/> Reviewed general administrative procedures.	<ul style="list-style-type: none"> • Keys • Conflicts of Interest • Solicitation • Supplies • Emergency Procedures • Personal Protective Equipment • Telephones (cell phone, texting use & non-use) • Location of Legal Postings 	<ul style="list-style-type: none"> • Building access cards/#'s • Using ADP • Expense reports • Personal Belongings • Personnel Files • Visitors • Security 	
INTRODUCTIONS AND TOURS			
<input type="checkbox"/> Introductions to department staff and key personnel during tour.			
<input type="checkbox"/> Tour of facility, including:	<ul style="list-style-type: none"> • Restrooms • Mail rooms 	<ul style="list-style-type: none"> • Bulletin board • Parking 	<ul style="list-style-type: none"> • Coffee/vending machines • Break Area
POSITION INFORMATION			
<input type="checkbox"/> Introductions to team. <input type="checkbox"/> Review initial job assignments and training plans. <input type="checkbox"/> Review job description and performance expectations and standards. <input type="checkbox"/> Review job schedule and hours.			
COMPUTERS (those applicable)			
<input type="checkbox"/> Hardware and software reviews, including:	<ul style="list-style-type: none"> • E-mail • Internet 	<ul style="list-style-type: none"> • Microsoft Office System • Data on shared drives 	<ul style="list-style-type: none"> • Databases • Security System

NEW HIRE PAPERWORK☐ New hire paperwork completed

➤ **Paperwork should be submitted
in order written in columns**

- New Employee Checklist
- Wage & Status
- W-4
- I-9,
- Direct Deposit Form
- Offer Letter
- Application
- Resume
- Employment References
- Credit/Background Authorization
- Job Description
- Policy Sign-off (in Handbook)

- BCBS Health Form (if applicable)
- 403 (b) Participation Election Form
- Interview Summary Sheet
- W-11 Affidavit Form
- Catamount Form
- Code of Ethics
- Pastoral Code of Conduct
- HIPAA Form

COMPENSATION & PAYROLL☐ Review of general procedures. (D)

- Hours
- Meal and Rest Periods
- Pay Schedule /Paychecks
-

- Time System (ADP)
- Overtime
- Payroll Deductions

BENEFITS (those applicable)☐ Review of benefits if applicable. (D)

- Health
- 403(b)
- Paid Time Off

- Other: _____
- STD/LTD/Life (F/T over 35 hrs)

Employee Signature_____
Date_____
Supervisor Signature_____
Date

This is to acknowledge that I have completed the Orientation process and that I understand the policies and procedures described are subject to change. I agree that the Organization can make such changes at any time and I agree to observe these changes in all respects. I agree to follow these policies and procedures and I understand that any violation could lead to disciplinary action up to, and including termination of my employment.

Employee's Signature: _____

Date: _____

Supervisor: _____

Date: _____

This form is to be submitted with new hire paperwork.

D = Distribute
Form Date: 6/21/10,
update 10/06/2016