

## BSC HIRING DEPARTMENT ORIENTATION CHECKLIST

Employee's Full Name: \_\_\_\_\_ Employee BANNER #: \_\_\_\_\_

Department: \_\_\_\_\_ Supv/Dept Contact: \_\_\_\_\_

Employee Date of Hire: \_\_\_\_\_ Supv/Dept Phone: \_\_\_\_\_

**This checklist is designed to assist hiring departments and new employees with departmental orientation. Departmental representatives (usually the new employee's immediate supervisor) should discuss the items below with new hires, then sign and date the back of this form to indicate completion. **Completing this checklist is optional, yet highly recommended. If completed, a copy of the completed and signed form should be sent to the Office of Human Resources, 202 Conley Hall, to be placed in the employee's personnel file.****

DEPARTMENT	Completed(√)
<b>Via Telephone with New Employee (Prior to first day of employment)</b>	
Confirm first day/work hours, including time of arrival and where to report	
Discuss dress code/uniform distribution	
Discuss payroll frequency, arrears pay, overtime pay (straight pay and time and one half rate)	
Discuss parking arrangements	
Emphasize the importance of benefits/payroll appointment	
Obtain emergency contact phone numbers	
Make sure employee brings appropriate original documents to Complete Form I-9	

Department Arrangements (Prior to first day of employment)	Completed(√)
Introduce new employee by e-mail or letter (May also be done after employee arrives)	
Select current employee to assist new employee; inform current employee of expectations	
Assign 1st day/1st week checklist activities to appropriate staff	
Provide workspace and necessary office equipment/supplies	
Prepare department orientation agenda/items for discussion	
After computer support team creates IT access for new hire, plan to inform employee how to register for email, use computer equipment, etc.	

1st Day/1st Week	Completed(√)
Supervisor to greet new employee at start of first day	
Introduce new employee to current employee who was assigned to assist new employee, and to co-workers	
Accompany new employee to his/her office	
Review computer set up, log on, e-mail, data security and related IT responsibilities	
Review phone number and provide phone system training, i.e. how to make calls internal & external to BSC, phone mail, long distance calling, as applicable	
Discuss/distribute office supplies, BSC directory, Bluefield directory, name plate, etc.	
Tour office/department (restrooms, break room, introduce to internal/external staff, identification/access card, and/or appropriate keys)	
Discuss communication opportunities - staff meetings, department meetings, newsletters, etc.	

1st Day/1st Week (continued)	Completed(√)
Provide brief history of department	
Provide departmental/college organizational charts	
Brief discussion of employee's role in department/College, and how the employee contributes to the College's Strategic Plan. Discuss department's and College's mission.	
Provide up-to-date written position description (job duties/scope), discuss performance expectations, have employee sign, & return to Office of Human Resources	
Provide general overview of performance management and appraisal (refer to <a href="https://www.bluefieldstate.edu/resources/human-resources/forms">https://www.bluefieldstate.edu/resources/human-resources/forms</a> )	
Discuss how to record employee leave and how to request leave	
Discuss/provide reference for BSC policies, noting the leave policy (Refer to <a href="https://www.bluefieldstate.edu/resources/board-governors/policies">https://www.bluefieldstate.edu/resources/board-governors/policies</a> )	
Discuss holiday schedule and process for requesting leave	
Discuss lunch/break periods	
Discuss training/educational opportunities/recommended reading	
Discuss tuition waiver/reimbursement–other educational opportunities	
Discuss work aspects that may be unique to the department	
Discuss safety and security/emergency conditions and response, such as: a. Fire, disaster preparedness, emergency/bomb threat procedures b. Accident injury procedures c. Emergency phones on campus; When dialing from internal BSC offices (Dial 9+911) d. Inclement weather policy e. Universal precautions and HAZMAT (if applicable)	
Discuss BSC's Health Center services	
Make arrangements to introduce the new employee to the President	

Review Department-Specific Requirements/Notes – (to be customized by each department)

Approximately 3 Months From Hire Date, Plan to:	Notes, if any
(For classified employees) Conduct 3 - Month Performance Evaluation	
Discuss employee's understanding of job responsibilities; provide feedback	
Discuss professional development opportunities	

**Completion of Checklist:** Both new employee and departmental representative should sign below indicating checklist has been completed. Return a copy of the signed checklist to Office of Human Resources as soon as possible after the employee's hire date. (Completing this checklist is optional.)

Employee: \_\_\_\_\_  
Signature
Date

Department Representative: \_\_\_\_\_  
Signature
Date