New Employee Orientation Program Checklist

Part I: Prior to first day

A. Human Resources Staff

____ 1. Forward MIT HR “New Hire” letter to supervisor. (New Hire letter contains orientation information for new employee including employee ID#, requirements for completing employment paperwork, instructions for acquiring e-mail account, benefits information, etc.

____ 2. Send new employee packet to supervisor

____ 3. Send reminder to employee to bring I-9 documentation, to sign up for e-mail account and about commuting options.

____ 4. Once email account is created add employee to all-lib and prof-lib as appropriate; send it to the department’s AA and employee’s supervisor and ITS its-lib@mit.edu (PT/FT, department and supervisor)

____ 5. Send employee ID# to facilities-help-lib@mit.edu, department Administrative Assistant and supervisor.

____ 6. Schedule lunch with search committee 4-8 weeks after start date (for administrative staff positions)

____ 7. Create admin staff member vacation profile

B. Supervisor Prior to first day—Assign responsibilities as appropriate to department/area Administrative Assistant and/or other staff

____ 8. Call employee:
   a. Confirm start date, time, place, commuter options (parking, commuter rail subsidy…etc.) and encourage completion of new employee onboarding activities. If employee has not already done so direct them to instructions found at http://ist.mit.edu/start-fac-staff.
b. Identify computer needs and requirements.

9. Use the technology form located on staff web (spotlight section and linked on the HR onboarding staff web)
https://wikis.mit.edu/confluence/display/LIBTECHBASICS/Technology+Request+Form+for+New+Staff to review employee requests and setups (Please note that this needs to be done 2-3 weeks ahead of start date)

10. Contact Judith Gallagher for timesheet roles if employee will be approving time for support staff or students

11. Send announcement to all-lib about employee’s appointment if search committee chair has not done so and attach the new employee’s resume to the email

12. Plan orientation/training activities and assemble materials, including checklist and calendar. (Assign orientation responsibilities to other staff members if appropriate.)

13. Ask Administrative Assistant for department/area to submit request for appropriate keys (may be picked up in advance by supervisor or by employee after start of employment.)

14. Contact facilities-help-lib@mit.edu to arrange for appropriate card swipe access.

15. Work with department/area Administrative Assistant to prepare work area:
   a. Clean work space
   b. Assess/order furniture
   c. Arrange for computer equipment installation
   d. Provide telephone/voice mail access
   e. Stock with appropriate supplies

16. Send meeting invitations for standing department meetings, supervisor-employee meetings, etc. (if/when Outlook account active)

17. Make arrangements for training and/or tours with other units/individuals, if necessary.

18. Contact Sarah Segura [sarah@deettajones.com] with request to grant Equity Toolkit access to new employee.
Part II: First Day
Assign responsibilities as appropriate to department/area Administrative Assistant and/or other staff

___1. **In accordance with federal law, an employee may not begin work until s/he has completed the I-9 form.** Make sure s/he has appropriate documentation to complete the form and send her/him to the MIT Central I-9 Office on the first floor of E17. [Hours are 8:00 am to 6:00 pm; phone 253-3000]

___2. Make sure employee gets MIT ID card. The MIT Card Office is located at E17-106, in the same location as the I-9 office. [Hours are 8:00 am to 6:00 pm; phone is 253-3475].


___4. Introduce to department head.

___5. Introduce to staff in immediate work area.

___6. Tour work area: restrooms, lunch rooms, coffee/lunch options, vending machines, points of ingress/egress, medical department, etc.

___7. Introduce employee to services on Atlas page: Time and Vacation Entry/Time sheet entry
   a. Support staff time sheet entry
   b. Supervisory positions time sheet approval
Part III: First Week

1. Schedule appointment with Rachael Weisz, Human Resources Administrator.
   a. Point out resources such as Personnel Policy Manual; Administrative Services webpage; HR; etc.
   b. Answer questions related to new employee activities.
   c. Explain role of Administrative Services department and introduce staff.
   d. Explain probationary period.
   e. Review performance review and merit review process.
   f. Review vacation and sick time tracking with administrative staff.
   g. Review pay schedule

2. Direct employee to onboarding page on the HR staff web for various useful resources

3. Send information to get them added to the public staff directory to web-lib@mit.edu (name, title, department, department mailing address, phone number, e-mail).

4. Add employee to appropriate e-mail groups.

5. Discuss basic rules and regulations, including (work practices document):
   a. hours of work (40 hour work week for admin staff; 35 full-time support staff)
   b. types of leave
   c. procedure for calling in
   d. location of Personnel Policy Manual (http://hrweb.mit.edu/policy/)
   e. safety and security procedures
   f. other pertinent policies (e.g., use of telephone for personal calls)
   g. answer other questions

6. Contact fix-lib@mit.edu if you face technical difficulties or if you need technical permissions that may not have been pre-arranged.

7. Introduce to others in the department or work area explaining what each person does and how it relates to the new employee.

8. Give employee a copy of the job description and begin to discuss the position itself, how it operates, specific duties, procedures to be followed (including printed guides and handbooks), tools to be used, how position fits into work unit, relationships with other staff in unit, reporting structure, etc.

9. Make an appointment for the employee to meet with the department head.
Part IV: Second Week

A. Supervisor

   ___ 1. Discuss needs for additional training and make necessary arrangements or plans.

   ___ 2. Continue discussions of the duties and begin to discuss standards and other criteria
          for performance evaluations.

   ___ 3. Introduce to those persons in other library departments with whom the employee
          will have contact.

   ___ 4. Make appointment for employee to see the appropriate Associate Director during
          the third week.

   ___ 5. Confirm need for travel card and or Pro-Card (ask Nicole Hanafin/Judith
          Gallagher)

B. Department Head

   _____ 1. Discuss organization of department, its purpose, major goals or plans for the
             future, especially those which affect the employee.
Part V: Third Week

A. Associate Director

_____ 1. Discuss overall organization of directorate and goals or plans for the future as they may affect the employee.

B. Supervisor or Designate(s)

_____ 1. Continue to meet regularly with the employee to train, monitor, and provide feedback to the employee on progress.

Part VI: Three months

_____ 1. In response to e-mail inquiry, provide feedback to Human Resources Administrator re: employee’s performance.

Part VII: Five-Six months

_____ 1. Make arrangements for formal six month review of performance, perceptions, problems, priorities, and setting goals for the future. (see form on Administrative Services web page.)

_____ 2. Conduct review and forward to Associate Director. Alert Human Resources Administrator to performance ranking for purposes of interim merit increase.

Part VII: Eleven-Twelve months

_____ 1. Make arrangements for formal one year review of performance, perceptions, problems, priorities, and setting goals for the future. (see form on Administrative Services web page.)

_____ 2. Conduct review and forward to Associate Director. Alert Human Resources Administrator to performance ranking for purposes of interim merit increase.