Supervisor’s Checklist for New Employees

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### Step 1: Before employee starts

- Work with recruiter to complete the hiring process
- Prepare new employee for Medical Center orientation. Human Resources will send your new hire an orientation confirmation letter with location, time and parking details. Remind new employee to:
  - activate [VUnetID](#)
  - complete Section 1 of the [I-9](#). On orientation day, bring I-9 IDs (one document from [List A](#) or a document from [List B](#) and [List C](#)).
  - attend [immunization screening](#) before orientation. Details will be provided in new hire’s orientation confirmation letter (see sidebar).
  - complete Compliance Magazine and assessment in the [Learning Exchange](#)
- Announce new employee’s arrival date and duties to department
- Set up new employee’s work area
  - Arrange for computer and software installation
  - Get computer and system security approval and access setups. See a list of [HR systems](#) and [access requests](#) for HR systems
  - Submit [Remote Access Control Facility Identifier](#) request (clinical only)
  - Set up telephone, voicemail, and Vnet long distance with [Information Technology](#)
  - Provide sufficient office supplies
  - Arrange for keys or passcode access
  - Set up [procurement card](#) and/or travel account, if needed
- Prepare agenda for new employee’s first day and week
  - Schedule time to spend with your new employee during the first week
  - Identify meetings (staff, 1:1, etc.) that new employee should attend
  - Identify people for new employee to meet during first week
  - Determine meaningful work assignment for new employee to attempt or complete
- Provide [Nashville relocation information](#), if applicable
- Arrange entity or departmental orientation, if applicable
- Line up a buddy or mentor, if possible

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**Action Steps:**

**Orientation.** HR will register new employees for orientation on their start date. Staff will not be able to attend orientation or begin work without completing their immunization screening or background check. [Learn more.](#)

**Immunization screening.** New hires must attend immunization screening any Monday prior to their start date at the VU Recreation & Wellness Center. New hires can also schedule an appointment with Occupational health. [Learn more.](#)
Step 2: First day

☐ Greet new employee at office or parking location and walk him or her to orientation, if possible. Orientation locations are listed on the New Staff Orientation website.

☐ Have lunch with new employee after orientation ends at 12:30, if possible

☐ Give instructions on where to report the day (or week) following orientation

☐ Remind new employee to complete Section 2 of the I-9 within the first 3 days of work

☐ Provide tour of the department or building, including break room. Review bus availability if employee is interested and share nearby lunch options.

☐ Explain where to secure personal items

☐ Train new employee on the Kronos timekeeping system

☐ Make sure your new employee has activated his/her VUnetID and chosen an ePassword

☐ Review first week’s schedule and meaningful work assignment. Ask new employee if he or she has questions.

☐ If your new employee will attend further orientation or training, give instructions (including parking information) for all days.

Notes:
Orientation. New employees should be at orientation no later than 7:50 a.m. Orientation ends at 12:30 p.m. See the HR website for details.

I-9. Section 1 of the I-9 must be completed no later than your new employee’s first day. Section 2 of the I-9 is verification of identification documents at a campus I-9 site. Section 2 must be completed within three days of your employee’s first day.
### Step 3: First & second weeks

- Orient new employee to department (see sidebar for details)
- Review time off allotment and policies
- Explain how to use email, Internet, and voicemail. Share appropriate email signature template. Review [Electronic Communications policy](#).
- Ensure new employee completes items on the orientation checklist:
  - Get a [parking permit](#)
  - Complete Vanderbilt Initial Compliance online module within 30 days of hire
  - Complete [Conflict of Interest Disclosure](#) within 2 weeks of hire
  - [Enroll for benefits](#) within 30 days of hire date
  - Complete [C2HR](#) personal profile and direct deposit
- Send new employee to computer or process training (if applicable)

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**Tips to orient new employee to department**

- Identify department goals, mission, vision and relationship of department to the organization
- Discuss applicable VU and departmental policies and processes
- Provide departmental phone list, list of current dept. programs, and organizational chart
- Identify critical members of the department
- Describe customer service expectations
- Explain work duties of others in the work unit
- Point out and explain how to use fax and copy machines
- Review job description with employee on the [Jobs Database](#) (VUMC Staff) and, if applicable, on [Performance Central](#) (Nursing, Clinical Services)
Step 4: First month

- Ensure new employee understands the relationship between their job, the department, and the organization
- Set up one-on-one meetings with team members and other pertinent staff members
- Meet regularly to answer questions and ensure that new employee is becoming acclimated to department and position responsibilities
- Schedule new employee for any applicable learning opportunities
  - Leadership, communication, and administrative process trainings available from HR Learning Operations
  - View other trainings available in the Learning Exchange
Step 5: First 3-6 months

☐ Review orientation progress
☐ Set up a development plan with new employee
☐ Celebrate the end of the orientation and evaluation period
☐ Review performance development process for new employees or transfers

Contact information

- Employee Service Center: 615.343.7000 or hr.mc.vanderbilt.edu/esc
- HR Learning Operations Team: 615.322.4976 or hr.mc.vanderbilt.edu/learning
- Human Resources: hr.mc.vanderbilt.edu