



NEW EMPLOYEE CHECKLIST: *Pre-Arrival*



CONGRATULATIONS - YOU HAVE SELECTED A NEW EMPLOYEE TO JOIN YOUR TEAM!

The Classified Employment Services Branch (CESB) will now call the new employee to offer a conditional offer of employment (based on clearance of fingerprinting) and to schedule a new-hire processing date. CEB will be contacted when the fingerprints clear and will then notify you that the employee is able to begin work. A start date will then be determined.



PROVIDE CRITICAL INFORMATION TO THE NEW EMPLOYEE AHEAD OF FIRST DAY

Communicate with your new employee prior to his or her or first day on the job to provide the following information: Arrival time and place • Location to which she or he should report (include telephone number) • Parking information/code & Building security code • Attire/dress code • Inform other staff members about new employee • Assign mentor for new employee • Provide a contact name and number in case the new employee has questions.



GET READY FOR YOUR NEW EMPLOYEE

- Prepare a workstation or office for the new employee. Stock the office/desk with all necessary supplies.
- Gather keys, parking pass, ID card, and prepare time card; also obtain employee's ID number, and order business cards.
- Prepare the phone system including setting up a voicemail account and preparing a list of critical phone numbers.
- Set-up a computer system. Schedule training for specific systems if necessary.