

THE RESOURCEFULMANAGER'S

NEW EMPLOYEE

– Checklist –

New Employee Checklist

- Fill out payroll forms, fill out and sign I-9, W-4 IRS form, etc.
- Inform new employee of payroll frequency (biweekly or semi-monthly, any hold-back, etc.)
- Ensure new employee brings voided blank check for direct deposit
- Have new employee make any necessary election for benefits programs, choose beneficiary for 401(k) if any, etc.
- Provide copies of all applicable company policies (especially sexual harassment) and obtain signatures.
- Provide building access codes, keys or cards, and brief on security
- Show new employee assigned workspace, ensure all basic tools are there (chair, desk, computer, telephone, notepad, pens, etc.)
- Get new employee log-in info from IT department; make sure computers, printers, etc. work
- Assign official greeter to stick to employee on first day, show him/her around, introduce him/her to co-workers
- Choose mentor to guide new employee through first few weeks and months, especially on issues of company culture.
- Introduce new employee to immediate supervisor, who should be told to keep close eye on new employee at first
- Introduce new employee to other workers who may live close by to share best routes to work and make commute easier (very important!)

- Monitor new employee's first work efforts closely – correct any misconceptions or mistakes early on and share tips on how to do it right
- Above all: Be sure to smile a lot – do utmost to convey impression new workplace is fun place to be working!

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